



MEMBER & CONTRACTOR AGREEMENT & CODE OF CONDUCT VENTURA COUNTY LONG TERM DISASTER RECOVERY GROUP

1. Mission and Purpose

The stated mission of Ventura County Long Term Disaster Recovery Group (VC LTDRG) is to strengthen area-wide disaster recovery coordination in the affected area by sharing information, simplifying resident access to services, and jointly addressing cases with disaster-caused recovery needs. The VC LTDRG will provide long-term recovery assistance to residents of Ventura County who have unmet disaster caused needs through appropriate disaster case management processes. All programs shall support this mission and purpose, and all who work for or on behalf of the VC LTDRG shall understand and be loyal to that purpose.

2. Personal and Professional Integrity

All contractors and members shall act with honesty, personal and professional integrity and openness in all their dealings as representatives of the VC LTDRG.

3. Actions Prohibited by the Code of Conduct.

All contractors and members agree to the following standards of conduct when delivering services to impacted residents and in all other VC LTDRG activities and *shall NOT engage in the following actions*:

- **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the VC LTDRG except in conformance with VC LTDRG business.
- **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain as a result of your affiliation or role with the VC LTDRG.
- **Confidentiality.** Disclose any confidential VC LTDRG information, including other member contact information, that is available as a result of the member's affiliation with the VC LTDRG to any person not authorized to receive such information, or use to the disadvantage of the VC LTDRG any such confidential information, without the express authorization of the VC LTDRG Steering Committee.
- **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the VC LTDRG or any cases managed by the VC LTDRG in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
- **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the VC LTDRG and any organization in which the individual or family member has a personal, business or financial interest. In the event there is a conflict, the VC LTDRG has a structured conflict of interest process. First, the individual shall disclose such conflict of interest to the co-chairs. Next, a decision will be made about the conflict of interest by the Steering Committee, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions in connection with the matter.
- **Contrary to the Best Interest of the VC LTDRG.** Operate or act in any manner that is contrary to the best interest of the VC LTDRG.



4. Responsible Stewardship

I certify that I have read and understand the agreement and code of conduct of the VC LTDRG and agree to comply with it, as well as applicable laws at all times. I affirm that neither me nor a family member have personal, business or financial interest that conflicts, or appears to conflict, with the best interests of the VC LTDRG.

At any time during the term of my affiliation with the VC LTDRG, should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of the VC LTDRG, I agree to: (1) disclose promptly the actual or potential conflict to the co-chairs of the VC LTDRG; and (2) until the VC LTDRG Steering Committee approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, decisions related to the conflict of interest.

Organization: _____

Name: _____

Email: _____ Phone: _____

Signature: _____

Date: _____