

AFFORDABLE HOUSING PROFESSIONALS OF NEW JERSEY (AHPNJ)

Code of Ethical and Professional Standards

CODE PROVISIONS

PROFESSIONAL RESPONSIBILITY

Core Principle

As affordable housing professionals, we are responsible for adding value to the organizations we serve and contributing to the ethical success of those organizations. We accept professional responsibility for our individual decisions and actions. We are also advocates for the profession by engaging in activities that enhance its credibility and value.

Intent

- To build respect, credibility and strategic importance for the affordable housing profession within our organizations, the business community, and the communities in which we work.
- To assist the organizations we serve in achieving their objectives and goals.
- To inform and educate current and future practitioners, the organizations we serve, and the general public about principles and practices that help the profession.
- To positively influence workplace practices.
- To encourage professional decision-making and responsibility.
- To encourage social responsibility.

Guidelines

1. Adhere to the highest standards of ethical and professional behavior.
2. Comply with the law.
3. Work consistent with the values of the profession.

4. Strive to achieve the highest levels of service, performance and social responsibility.
5. Advocate openly and within the established forums for debate in order to influence decision-making and results.

PROFESSIONAL DEVELOPMENT

Core Principle

As professionals we will strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

Intent

- To expand our knowledge in the field of affordable housing management, and to enhance our understanding of how organizations function. ("the business of the business").

Guidelines

1. Pursue academic opportunities through a commitment to continuous learning, skills development and application of new knowledge related to affordable housing management and the organizations we serve.
2. Contribute to the body of knowledge, the evolution of the AHPNJ organization and the growth of members through teaching, research and dissemination of knowledge.
3. Pursue and support AHPNJ accreditations and certifications such as COAH, HUD, LIHTC and or to the extent appropriate other professional certifications to enhance comparable measures of competency and knowledge.

ETHICAL LEADERSHIP

Core Principle

Members of the AHPNJ are expected to exhibit individual leadership as a role model, maintaining the highest standards of ethical conduct.

Intent

- To set the standard and be an example for others.
- To earn respect and increase the credibility of all housing professionals.

Guidelines

1. Be ethical; act ethically in every professional interaction.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.

FAIRNESS AND JUSTICE

Core Principle

The AHPNJ member should foster fairness and justice in all endeavors.

Intent

To create and sustain an environment that encourages fairness and justice by all members.

Guidelines

1. Respect the uniqueness and intrinsic worth of every individual.
2. Treat people with dignity, respect and compassion to foster a trusting environment free of harassment, intimidation, and unlawful discrimination.
3. Pledge to serve all clients in a professional manner and strive to improve their living conditions.
4. Assure an environment of inclusiveness and a commitment to diversity in the management of affordable housing.
5. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
6. Regardless of personal interests, support decisions that are both ethical and legal.
7. Act in a responsible manner and practice sound management in AHPNJ and the organizations we serve.

CONFLICTS OF INTEREST

Core Principle

As affordable housing professionals, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

Intent

To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical and Professional Standards, or with one's responsibilities and duties as a member of the AHPNJ and or as an employee of their organization.

Guidelines

1. Adhere to and advocate the use of published policies on conflicts of interest within AHPNJ and the organizations we serve.

2. Refrain from giving or seeking preferential treatment.
3. Prioritize our obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to the Ethics Committee of the AHPNJ.

USE OF INFORMATION

Core Principle

Affordable housing professionals shall consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

Intent

To build trust among all AHPNJ members by fostering the open exchange of information, while minimizing anxieties about inappropriate and inaccurate acquisition and sharing of information.

Guidelines

1. Acquire and disseminate information regarding affordable housing through ethical and responsible means.
2. Maintain current and accurate affordable housing information.
3. Safeguard restricted or confidential information.
4. Take appropriate steps to ensure the accuracy and completeness of all communicated information about affordable housing policies and practices.
5. Take appropriate steps to ensure the accuracy and completeness of all communicated information used in affordable housing related training.

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