

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



Office of the Director

MEMORANDUM

TO: All Employees

FROM: Michael P. Kelly,
Director

RE: Code of Conduct

DATE: November 26, 2014

This memorandum shall be incorporated into the attached Ethics Manual. The attached Ethics Manual shall be the Code of Conduct to be followed by all employees of the Department of Housing and Community Development.

The Ethics Manual states the following:

1. prohibits the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value (See Ethics Manual, pg. 10), and
2. outlines administrative and disciplinary actions available to remedy violations of such standards (See Ethics Manual, pg. 80-81).

All employees received mandatory ethics training and received a copy of the Ethics Manual in 2013. New employees must receive training as a condition of employment. The Ethics Manual shall also be available on the Department of Housing and Community Development website. Any questions regarding the Code of Conduct as outlined in the attached Ethics Manual should be directed to:

Vonda J. Orders, General Counsel and Agency Ethics Counselor
Department of Housing and Community Development
1800 Martin Luther King Jr., Ave., SE
Washington, DC 20020
Phone No.: 202-442-7200