OHIO BUILDING OFFICIALS ASSOCIATION

CODE OF ETHICS

ARTICLE I

ETHICAL STANDARDS

As a member of the Ohio Building Officials Association, I shall:

- Strive to make public safety my foremost concern.
- Endeavor to continuously upgrade my professional skills, knowledge and abilities, and encourage the same in my colleagues.
- Provide fair, honest, efficient, productive, and economic service to the public.
- Accept no offer of any gratuity, favor or service which may tend to compromise my professional integrity or influence my judgement.
- Strive to improve public awareness and understanding of codes and their enforcement.

ARTICLE II

RULES OF CONDUCT

As members of the Ohio Building Officials Association, persons are expected to ensure:

1. That their actions are fair and impartial towards all persons they serve in an official capacity.

2. That all official decisions be made in compliance with applicable codes, laws, and standards of conduct.

3. That members never use their public office to exact personal gain or favor, nor to offer same in execution of their duty.

4. That their actions promote confidence in this profession and this organization, by conducting themselves in a manner which is compatible with the best interests of the Ohio Building Officials Association.

The foregoing rules are hereby set forth as mandatory constraints on member's conduct, the violation of which are grounds for disciplinary action as set forth in Article III of this code.
ARTICLE III
CODE OF CONDUCT

PREAMBLE

The members of the Ohio Building Officials Association (OBOA) accept this Code as a desirable method of achieving increased professional status for the association. The Code is based on principles that the members accept as necessary for maintaining high standards of behavior to which the membership adheres. This Code will be applied under stated guidelines to ensure the protection of the rights of any member of the association whose conduct is found to violate this code.

1. No member of the association shall commit a criminal offense which brings discredit and/or embarrassment to other members of the association.

2. No member of the association shall commit any offense or serious misconduct pertaining to property and/or funds of any branch of their employer.

3. No member of the association shall be guilty of serious and improper action in the performance of his or her duties that may bring discredit and/or embarrassment to other members.

4. No member shall participate directly or indirectly in any political activity which would impair the member's impartiality in the performance of his or her respective duties.

5. No member shall disclose to others, or use to further his or her personal interest, confidential information acquired in the course of his or her official duties.

6. No member shall hold investment, directly or indirectly, in any commercial enterprise or engage in any private transaction which creates a conflict with his or her official duties.

7. No member shall engage in, solicit, negotiate for a promise to accept private employment or render his or her services for private interest or conduct a private business when such employment, service or business creates a conflict with or impairs proper discharge of his or her official duties.

CHARGE

A charge that a member (hereinafter referred to as the "respondent") has violated the Code of Conduct of the Association shall be made in writing to the Chairperson of the Disciplinary Committee. The complaint must contain a clear and concise statement, including pertinent dates outlining the alleged breach of the Code, and must be fully signed by the complainant, who need not be a member of the association. The chairperson of the
Disciplinary Committee shall, within fourteen (14) days, acknowledge receipt of the complaint.

DISCIPLINARY COMMITTEE

The Disciplinary Committee shall be composed of the Immediate Past President and the next two preceding Past Presidents, who are active members of the Association or any other member of the Association to be determined by the Board. The Committee shall be cognizant of frivolous complaints and shall, at all times, keep in mind the spirit of the Code of Conduct of the Association and the rights of any member whose conduct allegedly breaches the Code and observe judicious confidentiality in reviewing all charges of violation. It is not the purpose of the Disciplinary Committee to inquire into matters which are considered the affairs of a particular employer.

NOTIFICATION

The Chairperson of the Disciplinary Committee shall, upon receipt of a complaint, forward a copy to the members of the Committee and advise the respondent, in writing, without identifying the complainant, of the alleged facts constituting the breach of the Code.

INFORMAL PROCEDURE

The Disciplinary Committee shall, at a meeting convened within thirty (30) days of the complaint, decide if the matter of the alleged breach makes it subject to informal resolution. This decision shall be based on the Committee's opinion as to whether the alleged breach could be mediated by informal discussions between the complainant and the respondent. If such is the case, a member of the Committee shall be appointed to approach the complainant and determine what the complainant believes should be the outcome of the complaint procedure. Upon the complaint's agreement, the appointed Committee member shall attempt to achieve this outcome through discussion and/or correspondence with the respondent, if agreed to by the Disciplinary Committee, without resorting to the formal complaint procedure. If the desired outcome is not achieved, the complaint may be brought forward again by any person.

INVESTIGATION

In the event the forgoing is not applicable or is unsuccessful, the Disciplinary Committee may appoint one or two of its members to investigate the complaint. These investigations shall undertake an objective review of the circumstances surrounding the alleged breach of the Code of Conduct. The investigators shall offer the complainant and the respondent to submit a written statement of position or evidence with respect to the allegations. The investigators shall, within ninety (90) days of the receipt of the complaint, submit their findings to the Disciplinary Committee which shall not include any recommendation concerning the compliant.
NOTICE OF HEARING

Upon receipt of the investigator's report, the Disciplinary Committee shall inquire of the respondent whether he or she wishes to attend a hearing before the Committee. In the event the respondent declines or fails to respond within ten (10) days, the Committee shall convene a hearing as soon as practical.

HEARING

The Disciplinary Committee shall conduct a hearing with the purpose of outlining the pertinent facts of the complaint. Attendance at the hearing shall be limited to the members of the Committee, the Association's legal counsel, the respondent and his or her counsel, if applicable. Additional persons may be allowed only with the consent of the respondent.

FINDINGS AND DECISION

Subsequent to the hearing or subsequent to an admission of a breach of the Code of Conduct by the respondent, the Disciplinary Committee shall make its finding based on the evidence presented at the hearing. The decision reached by the Committee shall be limited to:

(a) Dismissing the complaint;

(b) Reprimanding the respondent; or

(c) Temporarily or permanently suspending the respondent from the Association and confiscating his or her rights and privileges of membership.

The Disciplinary Committee shall advise the respondent, in writing, within ten (10) days of the hearing as to the Committee's findings. The respondent may, within fourteen (14) days of receiving the findings of the Committee, apply to the Board of Directors for the Association requesting a review before the Board. The Board shall, within thirty (30) days of receiving the request to decide whether or not such a review should be granted. If the request for a review is granted, a re-hearing before the Board will be held as soon as practical.