



# Ethics Policy

Updated December 2021

## **Build Baton Rouge's Mission, Vision, & Values**

The success of our business is dependent on the trust and confidence we earn from our employees, customers, and shareholders. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching company goals solely through honorable conduct. At Build Baton Rouge (BBR) we adhere to federal, state, and local ethical guidelines, and impose a higher standard of ethical compliance from all employees and staff to ensure a safe working environment.

### **Mission Statement**

Bringing people and resources together to promote equitable investment, innovative development, and thriving communities across all of Baton Rouge.

### **BBR Vision Statement**

A more vibrant Baton Rouge for everyone.

### **BBR Values**

- **Accountability:** We approach our work with transparency and integrity to establish and uphold the public trust.
- **Equity:** We celebrate the successes of our city while recognizing its history and the need to expand access to the resources, opportunities, and influence necessary to live, work, and thrive.
- **Community Collaboration:** We prioritize community voice and participation to inform and guide our work.
- **Innovation:** We embrace an entrepreneurial approach to community development and the transformation of the built environment.
- **Inclusion:** We promote authentic and empowered participation, where all people feel they are heard, respected, and belong.
- **Service:** We support partnerships, opportunities, and developments that build the leadership capacity of all members of our community.

### **Respect for the Individual**

We all deserve to work in an environment where we are treated with dignity and respect. BBR is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. All BBR employees are also expected to support an inclusive workplace by adhering to the following Ethics standards:

- Treat others with dignity and respect.

- Address and report inappropriate behavior and comments that are discriminatory, abusive, offensive, or unwelcome.
- Foster teamwork and employee participation, encourage the representation of different employee perspectives.
- Seek out insights from employees with different experiences, perspectives, and backgrounds.
- Support flexible work arrangements for co-workers with different needs, abilities and/or obligations.
- Confront the decisions or behaviors of others that are based on conscious or unconscious biases.
- Be open-minded and listen when given constructive feedback regarding others' perception of your conduct.
- Conduct around the workplace should reflect kindness, care, and thoughtfulness to foster a productive work environment.

BBR will not tolerate discrimination, harassment, or any behavior or language that is abusive, offensive or unwelcome.

### **Reporting Procedures & Whistleblower Policy**

Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. BBR will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. BBR will not tolerate retaliation against employees who raise genuine ethics concerns in good faith. BBR's Whistleblower Policy is in place in the employee handbook to ensure all employees understand the process for reporting unethical or inappropriate behavior. Furthermore, the Whistleblower Policy is also in place to ensure the protection and support of the "whistleblower".

Employees are encouraged, in the first instance, to address all ethics concerns to the President/CEO, Vice President/COO or the Human Resources Designee (Management) to ensure that the issues can be resolved swiftly.

### **Uphold the Law**

BBR's commitment to integrity begins with complying with Louisiana's laws, rules, and regulations. Further, BBR Management has an intimate understanding of the company policies, laws, rules, and regulations that apply to our specific roles, and understand that leading by example plays an important role in the cultural atmosphere of the company.

### **Ethical Transactions**

BBR is dedicated to making decisions that are ethical, fair, and beneficial to the East Baton Rouge community that we serve. We will hold, sell, and complete transactions with developers

that aim to contribute the community empowerment and participation. BBR will not offer or solicit improper, unethical, or strictly financial transaction, because BBR is aware of the potential for abuse, and aims to uplift and support communities that have been historically disinvested. BBR will always consider which transactions will benefit the community most and will consider the impact of each transaction in the community.

### **Proprietary Information**

BBR will respect the property rights of others and will not acquire or seek to acquire proprietary or confidential information. Furthermore, BBR will not engage in unauthorized use, copying, distribution, or alteration of software or other intellectual property.

### **Conflicts of Interest**

BBR will aim to avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. When faced with situations where the business actions taken on behalf of BBR may conflict with our own personal or family interests, it is BBR's duty to advance BBR's legitimate interests when the opportunity to do so arises. BBR employees must never use BBR property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with BBR.

When a conflict of interest arises, the person with the conflict of interest, is to inform BBR of the conflict of interest and recuse themselves from all important decisions or voting processes. Furthermore, Management must document the conflict of interest, how that person was sheltered from the decision-making process, and the outcome the of the conflict of interest.

### **Gifts, Gratuities and Business Courtesies**

BBR is committed to competing solely on the merit of our products and services. BBR will avoid any actions that create a perception that favorable treatment of outside entities by BBR was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom BBR does or may do business. BBR will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation, or policies.

BBR employees should not feel any entitlement to accept and keep a business courtesy. Additionally, BBR employees cannot use their position to obtain business courtesies or ask for courtesies. BBR employees may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that BBR maintains or may establish a business relationship with. Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who

participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the company's reputation for impartiality and fair dealing.

We may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that the meals are not inappropriately lavish or excessive, do not reflect a pattern, and do not create the appearance of impropriety. All accepted meals must be documented and discussed with Management to ensure that the business relationship remains above reproach.

Generally, employees may not accept compensation, honoraria or money of any amount from entities with whom BBR does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from Management.

Employees with questions about accepting business courtesies should talk to Management.

#### **Report Results Accurately**

BBR will ensure that disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing, and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

#### **Accountability**

BBR employees are responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions regarding uncertainty about company policy. If BBR employees are concerned whether the standards are being met or are aware of violations of the Code, the employee must contact Management.

BBR takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

#### **Confidential and Proprietary Information**

Integral to BBR's business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

This information is to be handled with care, remain confidential, and stored properly. Confidentiality is of utmost importance to BBR and BBR's records will be filed in locked safes or secured databases until such records can be properly disposed of to maintain the confidentiality of those records.

### **Required Ethics Training**

In accordance with LA Revised Statute 42:1170, all public servants are required to complete annual ethics training. Public servants (all BBR staff) must receive a minimum of one (1) hour of education and training on the Code of Governmental Ethics during each year of their public employment. This training must take place within the first 90 days of their employment. Public servants may create an account and access the course at:

<https://laethics.net/EthicsTraining/login.aspx>. Upon completion, training certificates are to be sent to Management and filed.

All BBR Board of Commissioners are to also complete annual ethics training and financial disclosure forms, as required under the LA Revised Statute. Upon completion, training certificates are to be sent to Management and filed.

***BBR is to maintain documentation to demonstrate that all employees and Board Members have completed their required annual training and have notified of all changes and updates to the Ethics Policy.***

**ACKNOWLEDGMENT OF RECEIPT OF BUILD BATON ROUGE'S  
ETHICS POLICY**

I, \_\_\_\_\_ have received, read and understand Build Baton Rouge's policies regarding ethics in the workplace. I also understand that I am required to complete education and training on the Code of Governmental Ethics within the first 90 days of my employment and during each year of my public employment thereafter.

I agree to abide by Build Baton Rouge's ethics policy and understand that any violations of this policy will result in disciplinary action, up to and including suspension without pay and/or termination of employment.

If I have any questions regarding the content or interpretation of the Ethics Policy, I will immediately bring them to the attention of the President and CEO.

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_