

SEIU Local 925

Dastuurka iyo Xeer-hoosaadka

Wax lagaga beddelay
Shirka Golaha Hoggaanka & Xubnaha Guud
Oktoobar 11, 2025

Dastuurka iyo Xeer-hoosaadka SEIU Local 925

QODOBKA I – Magaca Ururka Local

Ururka Localn Local waxaa loogu yeedhaa 'Midowga Caalamiga ah ee Shaqaalaha Adeeg-bixiyaasha', Local 925 (sagaal boqol iyo shan iyo labaatan) dukumintigan magaca waxaa loo soo gaabin doonaa "Local".

QODOBKA II – Xukunka iyo Ujeeddada

Qaybta 1aad. Xukunka Ururka Local waa inuu xukumaa shaqaalaha waaxda dadweynaha ee Gobolka Washington iyo kuwa kale sida ay ansixiyeen Ururka Local Caalamiga ah si waafaqsan Dastuurka Caalamiga ah iyo Xeer-hoosaadyada marka laga reebo meelaha Ururka Local Caalamiga ahi uu awooddaas siiyay Ururrada Kale ee la aqoonsan yahay.

Qaybta 2aad. Ujeeddada Ujeeddada Ururka Local ayaa ah inuu habeeyo dhammaan shaqaalaha hoos yimaad xukunkiisa; si ay xubnihiisu u helaan mushahar, saacado iyo shuruudo shaqo oo caddaalad ah, oo ay weheliso ka-qaybqaadashada firfircoon ee siyaasadaha iyo hawlgallada goobahooda shaqada; si kor loogu qaado aqoonsiga iyo ixtiraamka qiyamka shaqada xubnaha ururka Local; iyo in la raaco mabaadi'da dimuqraadigga ah.

QODOBKA III – Xubinnimada

Qaybta 1aad. Uqalmidda Xubinimada U-qalmitaanka xubinimada Ururka Localn Local waa sida uu dhigayo Dastuurka Caalamiga ah iyo Xeer-hoosaadka, codsadaayaasha xubinimada waa inay u hoggaansamaan oo ay fuliyaan shuruudaha ay waajibiyeen Xeer-hoosaadkan iyo Dastuurka Caalamiga ah iyo Xeer-hoosaadka.

Qaybta 2aad. Xubin Buuxda Xubinnimada buuxda waxay u furan tahay qof kasta oo ka shaqeeya, halka uu Ururku xukumo, iyo guddi-hoosaadka ay oggolaadeen guddiga SEIU 925, ama qof kasta oo u shaqeeya shaqaale waqti-gelin ah ama shaqaale waqti-buuxa ah oo Ururka Local ah. Xubinnimada buuxda waxay qofka xaq u siinaysaa inuu u codeeyo doorashooyinka sarkaalka ku habboon, in la magacaabo oo uu qabto xafiiska Ururka Local, inuu ka-qayb galo shirarka, iyo inuu helo dhammaan dheefaha kale ee la siiyo xubnaha. Xubinnimada buuxda ee hawlgabka waxay u furan tahay dadka hawlgabka ah. Xubin Buuxda waa mid haysta arji xubinnimo oo dhammaystiran oo la socda waajibbaadkooda xaquuqda ah ee loo baahan yahay.

Qaybta 3aad. Xubinnimada Dadban Xubinnimada Dadban waxay u furan tahay qofka aan ka tirsanayn shaqaalaha ururka Local ee gorgortama oo bannaanka ka ah Ururka Local, sida shaqaalihii hore ee Degmada 925 ama xubnihii hore. Xubnaha Dadban xaq uma laha inay codeeyaan midna doorashooyinka Ururka Local mana qabtaan wax xafiis ah. Xubnaha dadban

waxay uga qaybgeli karaan shirarka maxaliga ah iyo SEIU goob-jooge ahaan. Xubnaha dadban waxa kale oo ay ururka Local ku metelaan shirarka xidhiidhka shaqada. Guddiga fulinta ayaa diidi kara codsiyada xubinnimada.

Qaybta 4aad. Xubinnimada Hawlgabka Xubnimada hawlgabku waxay u furan tahay qof kasta oo hawlgab ah oo wadaaga yoolalka Ururka Localn Local iyo dhaqdhaqaaqa shaqaalaha. Xubnaha hawlgabka ah waxay wadaagaan dhammaan xuquuqaha iyo waajibaadka xubinnimada marka laga reebo in aanay u tartami karin ama qaban karin jagooyinka Sarkaalnimo ee gobolka oo dhan ee ururka Local dhexdiisa. Guddiga fulinta ayaa diidi kara codsiyada xubinnimada hawlgabka.

Qaybta 5aad. Takoor la'aan Ma jiri doonto takoorid ka dhan ah xubin kasta, ama codsade kasta oo xubinnimo buuxda ah, ama xubin ka ahaanshaha, ama xubnimada hawlgabka sababo jinsi, caqiido, midab, diin, jinsi, nooca galmada, asal qaran, heerka socdaalka, abtirsiiyada, naafanimada, aaminsanaanta ama xulafada siyaasadeed, ama da'da.

Qaybta 6aad. Xubinnimo Abaabulan Qof kasta oo laga reebay xubinnimada buuxda ee Ururka Local ee shaqaalaha gorgortama kuwaas Ururku siiyay aqoonsi laakiin aan lahayn qandaraaska koowaad, ama unugga hadda waxaa abaabulaya Ururka Local, oo ay ku jiraan unugyo aan caadi ahayn oo aan lahayn waddo loo maro gorgortan wadareed. Xubnaha abaabulan waxay uga qaybgeli karaan shirarka maxaliga ah iyo SEIU goob-jooge ahaan. Xubnaha abaabulan waxay sidoo kale ku meteli karaan kuwa maxalliga ah shirarka xiriirka shaqada. Guddiga Fulinta ayaa oggolaan doona unugyada uqalma Xubinnimada Abaabulan. Xubnimada Abaabulan waxay shaqaysaa oo kaliya ilaa xubnuhu ay helaan heerka Xubinnimada Buuxda.

Qaybta 7aad. Xubin Sharafeed Guddiga fulinta waxaa awood loo siinayaa inay soo saaraan xubin sharafeedka ururka Local. Xubno sharafeedka uma qalmi doonaan inay qabtaan xil ama ka-qaybqaataan ama coddeeyaan arrimaha ururka Local, doorashooyinka, ansixinta qandaraasyada, iyo go'aaminta mushaharka ama gunnada.

QODOBKA IV – Xuquuqda Xubinnimada

Qaybta 1aad. Xuquuqda Xubinta Xubnaha buuxa ee wanaagsan ee Ururka Local ayaa yeelan doona xuquuqaha soo socda, iyo kuwa kale sida lagu qeexay Xeer-hoosaadkan:

- xuquuqda in loo magacaabo musharaxiinta ama u codeeyaan doorashooyinka ama aftida Ururka Local;
- xuquuqda ka-qaybgalka shirarka xubnimada iyo ka-qaybgalka doodaha iyo u codaynta shaqooyinka shirarkaas;
- xuquuqda inuu si xor ah ula kulmo oo u metelo xubnaha kale iyo inuu muujiyo aragti, dood ama ra'yi; iyo inuu ku muujiyo shirarka ra'yiga musharaxiinta doorashada ururka Local ama shaqo kasta si sax ah shirka kahor;
- xuquuqda helidda xogta ku saabsan hab-dhaqanka shaqada midowga ururka Local.

QODOBKA V – Saraakiisha iyo Waajibaadka

Qaybta 1aad. Saraakiisha Saraakiisha Ururku waxay ka koobnaan doonaan Madaxweyne, Ku-Xigeenka Fulinta, Xoghaye Hanti-dhowr, Madaxweyne Ku-Xigeenka Koowaad iyo Labaad iyo Xubnaha Guddiga Fulinta iyo Wakiiladda. Jagooyin Madaxweyne-ku-xigeen oo dheeraad ah waxaa abuuri kara Guddiga Fulinta si loo siiyo jagooyin hoggaamineed saraakiisha ururka Local ee ku biira ama isbahaysiga la ah Ururka Local.

Qaybta 2aad. Waajibaadka Madaxweynaha

- (a) Madaxwaynuhu waa masuulka ugu sarreeya ee fulinta ee Ururka Localn Local, isagoo kormeeraya golaha fulinta, waxa uu ilaalinayaa, maamulayaa, kormeerayaa dhammaan shaqooyinka iyo hawlaha Ururka Localn Local iyo hawladeenadeeda iyo shaqaalahoodaba, waxana uu fuliyaa siyaasadaha ay dejiyaan guddiga fulinta. Madaxweynuhu waxa uu awood u leeyahay in uu shaqaaleysiyo, ka joojiyo, ama ka saaro dhammaan shaqaalaha. Waajibaadka kale ee Madaxweynaha waxaa ka mid ah: Guddoominta dhammaan shirarka Ururka Localn Local iyo u dhaqmo si waafaqsan Xeer-hoosaadkan iyo Dastuurka Caalamiga ah iyo Xeer-hoosaadka; in la fuliyo shuruucda iyo awaamiirtooda; inay u codeeyaan dhammaan su'aalaha mar kasta oo codkoodu uu saamayn doono natiijada; in la magacaabo dhammaan guddiyada; haddii aan si kale loo sheegin, guddiyada ay ku shaqayn doonaan si waafaqsan xilka; in uu ergo ka noqdo dhammaan axdiyada iyo shirarka ay ururku xaq u leeyihiin in ay matalaan; si uu u fuliyo mas'uuliyadaha hoggaaminta heerka fulinta ee lagama maarmaanka u ah in Ururka Local uu ku hormaro shaqadiisa iyo hadafkiisa, oo ay ku jiraan laakiin aan ku xaddidnayn gorgortanka qandaraasyada, ololaynta siyaasadda, istaraatiijiyada ololaha, qorsheynta iyo hirgelinta barnaamijka, tababarka shaqaalaha iyo hoggaamiyaha; iyo in uu fuliyo dhammaan waajibaadka kale ee ay u xilsaaran karaan Guddiga Fulinta ama xubinimada. Madaxweynaha oo uu weheliyo Xoghaye Hanti-dhowruhu waxa ay yeelan doonaan awoodda ay ku saxeexaan jeegaga iyo dukumentiyada dhinaca ama magaca Ururka Local.
- (b) Madaxwaynuhu waa ergayga ugu horeeya ee ka qaybgala dhamaan axdiyada Ururku u xaq u leeyahay inuu wufuud u soo diro.
- (c) Madaxwaynuhu waa in uu ahaado shaqaale rasmi ah oo Ururka Local ah, mushaharkooda iyo magdhawga kale waxa dejinaya guddiga fulinta.

Qaybta 3. Waajibaadka Madaxweyne Ku Xigeenka Fulinta

- (a) Madaxweyne ku xigeenka fulinta ayaa noqonaya sarkaalka labaad ee fulinta Ururka Localn Local, waxaana uu ka warbixiyaa oo uu ka caawinayaa Madaxweynaha hawlaha ururka Local. EVP waa in ay kormeertaa shaqaalaha oo ay fulisaa mas'uuliyadaha hogaamineed ee kale ee heerka fulinta ee lagama maarmaanka u ah in Ururka Local uu horay u sii wado shaqadiisa iyo hadafkiisa, oo ay ku jiraan laakiin aan ku xaddidnayn gorgortanka qandaraasyada, ololaynta siyaasadda, istaraatiijiyada ololaha, qorsheynta iyo hirgelinta barnaamijka, tababarka shaqaalaha iyo hogaamiyaha iyo si ay u gutaan waajibaadyada kale ee heer sare ee hay'adaha marka loo baahdo.
- (b) Madaxweyne-ku-xigeenka fulintu waxa uu bedelayaa Madaxweynaha marka uu maqan yahay, waxana uu la wareegayaa Madaxtinimada haddii Madaxweynuhu dhamaysan kari waayo muddo xileedka. Madaxweyne Ku-Xigeenka Fulintu waa in uu ahaado qof si buuxda u shaqeeya oo Ururka Local ah, mushaharkooda iyo magdhawga kale waxa dejinaya guddiga fulinta.

- (c) Madaxweyne Ku-xigeennada fulinta waxay u shaqeeyaan ergo ahaan dhammaan heshiisyada uu Ururku xaq u leeyahay inay ergo u soo diraan haddii ay jiraan boosaska ergada.

Qaybta 4. Waajibaadka Xoghayaha-Khasnajiga

- (a) Xoghayaha-Khasnajiga waa inuu hayaa diiwaan sax ah oo dhexdhexaad ah oo ku saabsan habsocodka shir kasta oo u dhexeeya ururka Local iyo hay'adaha hoggaaminta wuxuuna mas'uul ka yahay dhammaan diiwaannada maaliyadeed iyo wax kala iibsiga. Waajibaadka kale ee Xoghayaha-Khasnajiga waa in ay ka mid noqdaan: in uu helo oo bixiyo dhammaan lacagaha hoos yimaada agaasinka Guddiga Fulinta; in la diyaariyo warbixin maaliyadeed sannadeedka xubinnimada; in loo diyaariyo warbixinta maaliyadeed ee billaha ah ee Guddiga Sare; si ay u furnaato kormeerka xubin kasta oo ururka Local ka tirsan xisaabteeda; dhammaan waajibaadka kale ee ay u xilsaaran karaan Guddiga Fulinta ama xubinnimada ama ay qeexeen Xeer-hoosaadkan iyo Dastuurka Caalamiga ah iyo Xeer-hoosaadka. Intaa waxaa dheer, Xoghayaha-Khasnajiga waa inuu mamnuucaa shaqada ama danaha maaliyadeed ee sarkaalka iyo wakiilka, taasoo khilaafsan waajibaadka aaminka ah ee dadkaas ka saaran ururka Local. Xoghayaha-khasnajiga oo uu weheliyo Madaxweynaha ayaa awood u leh inay saxeexaan jeegagga ku baxa magaca ururka Local. Xoghayaha-Khasnajiga waa in uu si degdeg ah ugu gudbiyo Hanti-dhowraha Caalamiga ah nuqullada dhammaan warbixinnada hanti-dhawrka sannadlaha ah iyo koobiyada dhammaan warbixinnada maaliyadeed ee soo bandhigaya bayaanka deymaha iyo lacag-bixinnada iyo rasiidhada ee sharcigu u baahan yahay.
- (b) Xoghayaha-Khasnajiga ayaa noqon doona ergayga labaad ee dhammaan heshiisyada uu Ururku xaq u leeyahay inuu wufuud u soo diro.
- (c) Xoghayaha-Khasnajigu waa inuu ahaadaa shaqaale si buuxda ugu shaqeeya Ururka Local, mushaharkooda iyo magdhowga kale waxaa dejin doona guddiga fulinta. Marka laga soo tago waajibaadka Xoghayaha-Khasnajiga ee aan kor ku soo xusnay, Xoghayaha-Khasnajigu waa inuu qabtaa mas'uuliyadaha hoggaamineed ee heerka fulinta ah ee lagama maarmaanka u ah in uu Ururka Local u dhaqaajiyo shaqadiisa iyo hawshiisa, oo ay ku jiraan laakiin aan ku xaddidnayn gorgortanka qandaraasyada, u ololaynta siyaasadda, istaraatiijiyadda ololaha, qorshaynta iyo hirgelinta barnaamijka, tababarka shaqaalaha iyo hoggaamiyaha sida uu Madaxweynuhu u xilsaaray.

Qaybta 5aad. Waajibaadka Xubinta- Madaxweyne-ku-xigeenka(nada)

- (a) Xubinta Madaxweyne Ku-xigeenka ahi waa inay si buuxda u bixiyaan xubnaha hadda ku jira guddi-hoosaadka SEIU 925. Xubinta Guddoomiye-ku-xigeennada xubnaha ka ah waxay noqon doonaan xubno ka mid ah Guddiga Fulinta ee Ururka Localn Local oo shiriya inta u dhaxaysa shirarka guddiga fulinta si ay u macaamilaan ganacsiga oo ay u sameeyaan go'aanno wakhti ku habboon oo aan sugi karin shirarka guddiga oo dhamaystiran.
- (b) Hoggaamiyaan guddiyada Guddiga Fulinta oo ka caawiyaan Madaxweynaha shaqooyinka heerka sare ee Ururka Local si ay ururka Local hore ugu dhaqaajiyaan shaqooyinkiisa iyo hawlihiisa, oo ay ku jiraan laakiin aan ku xaddidnayn u shaqaynta afhayeen ahaan, waxqabadyo hoggaamineed, ololayn siyaasadeed, iyo hagitaan iyo tababarid hadba sida loo baahdo.

- (c) U shaqaynta wakiil ahaan, oo leh xuquuq codbixin buuxda oo ku saabsan guddiyada shaqada, shirarka, heshiisyada, ama hawlaha kale, haddii uu u qoondeeyo Madaxweynuhu inuu sidaas sameeyo,
- (d) Madaxweyne-ku-xigeennada ayaa u shaqayn doona ergo ahaan heshiisyada uu Ururku xaq u leeyahay inuu ergo soo diro haddii ay jiraan boosaska ergada.

QODOBKA VI – Guddiga Fulinta; Halabuurka, Awoodaha iyo Waajibaadka

Qaybta 1aad. Dhismaha Guddiga Fulinta. Guddiga Sare wuxuu ka koobnaan doonaa Madaxweynaha, Madaxweyne kuxigeenka fulinta, Xoghayaha- Khasnajiga, Madaxweyne-ku-xigeenka, iyo wakiillo ka kala socda afarta (4) qaybood ee Ururka Local (Waxbarashada Sare, K-12, Dowladda/Faa'iido-doonka, Waxbarashada Hore) sida soo socota: Qayb kasta waxay yeelan doontaa hal (1) xubin guddiga afar boqol (400) xubnood. Gobol kasta oo ka tirsan qayb kasta waxa loo qoondayn doonaa ugu yaraan hal (1) xubin oo ka tirsan guddiga fulinta.

Qaybta Waxbarashada Hore waa inay sidoo kale lahaataa laba wakiil oo waaweyn oo ka socda bixiyayaasha daryeelka carruurta qoyska ee laga dhaafay shatiga. Qaybta hawlgabka sidoo kale waxay xaq u yeelan doontaa inay hal wakiil ku yeeshaan Guddiga Fulinta.

Qaybta 2aad. Doorashada Xubnaha Golaha Sare. Xubnaha guddiga fulinta waxaa dooranaya xubinnimada guud ee qaybta Ururka Local ee ay matalaan. Dhanka waxbarashada K-12, xubnaha guddiga fulinta waxaa dooran doona xubnaha K-12 ururkooda sida hoos lagu qeexay. Xubnaha Guddiga Fulinta waxa ay shaqayn doonan saddex (3) sano oo xilli-xileed ah waana in ay sii ahaadaan xubin si fiican u shaqaysa muddo xileedka.

Qaybta waxbarashada K-12 waa in loo qaybiyaa meelo juqraafiyeed iyadoo xubnaha loo doortay inay matalaan gobolkaas lagu salaynayo awoodda tirada: North King/Koonfurta Snohomish County; Degmada King ee Koonfur-bari; Degmada King ee bari; Jasiiradda Olombikada; Degmada Snohomish; Degmooyinka Skagit/Whatcom; iyo Koonfur-galbeed Washington.

Xaaladda Qaybta Waxbarashada Hore oo ay ku jirto xarunta iyo daryeelka guriga ku salaysan, xubnaha Guddiga Fulinta waa in ay doortaan gobollada soo socda oo ku salaysan awoodda tirada: Waqooyi-galbeed, Koonfur-galbeed, King, Bari iyo gobolka dhexe.

Qaybta Waxbarashada Sare waa inay ku jirtaa hal wakiil 400-tii ee xubnood oo kasta oo ka tirsan guddiyada waxbarashada sare ee la isku daray. Qaybtu sidoo kale waa inay lahaataa hal wakiil oo guud oo ka socda macalimiinta jaamacadda.

Wakiilka Hawlgabka waxaa si toos ah u dooran doona xubnaha Qaybta Hawlgabka.

Guddiga Fulinta waxa laga yaabaa inay abuuraan jagooyin dheeraad ah oo ku saabsan guddiga si ay u siiyaan jagooyin hoggaamineed saraakiisha isbahaysiga la ah ururka Local. Doorashada sarkaalka kahor, Guddigu waxa uu dibu magacaabi karaa qeexitaannada juqraafi ahaan iyo tirooyinka kuraasta iyadoo lagu salaynayo isbeddelka tirada xubnaha iyo qaybinta. Guddigu

waa in ay dibu magacaabaan kuraasta si loo xaqiijiyo matalaad cadaalad ah dhammaan qaybaha Ururka Local.

Qaybta 3aad. Awoodda iyo Maamulka Golaha Fulinta. Marka laga reebo sida uu si kale u qeexayo Xeer-hoosaadkan, Guddiga Fulinta waxa loo fasaxay oo awood loo siiyay inay dejiyaan siyaasadaha guud ee Ururka Local iyo inay ansixiyaan miisaaniyada Ururka Local. Waxay awood u leeyihiin inay maamulaan, maalgeliyaan, kharash geliyaan, wax ku daraan, isticmaalaan, iyo helaan lacagaha Ururka Local iyo hantida si ay u daba-galaana, ugana midho dhaliyaan ujeeddooyinka ku qeexan dastuurka Ururka Local Caalamiga ah iyo Xeer-hoosaadkan iyo go'aammada rasmiga ah ee la oggolaaday si loo gaaro yoolalkan. Golaha Fulinta waxa la siiyay awood, marka lagu daro awoodaha kale ee guud ee xeer-hoosaadkani siiyay:

(3.1) waxay sameeyaan ama beddelaan, iyada oo ay ku xiran tahay diidmada xubinnimada, sharciyada iyo xeerarka aan waafaqsanayn Xeer-hoosaadkan ama Dastuurka Caalamiga ah iyo Xeer-hoosaadka maaraynta iyo hab-dhaqanka arrimaha Ururka Localn Local;

(3.2) waxay dejiyaan mushaharka iyo magdhawga kale ee Madaxweynaha, Madaxweyne Ku-xigeenka Fulinta iyo Xoghayaha- Hanti-dhawraha iyo inay ansixiyaan kharashaadkooda macquulka ah iyo kharashyada macquulka ah ee saraakiisha kale.

(3.3) waxay bixiyaan shaqaaleysiinta qareennada, xisaabiyeyaasha, iyo adeegyada kale ee gaarka ah ama khubarada ee uu u baahan karo ururka Local; in la sugo hanti-dhawrka buugaagta Ururka Localn Local oo uu sameeyo xisaabiye dawladeed oo shahaado haysta ugu yaraan hal mar;

(3.4) iyagoo ka wakiil ah Ururka Local, saraakiishiisa, shaqaalihiisa ama xubnihiisa, waxay bilaabaan, difaacan, ka tanaasulaan, xaliyaan, ka gar-qaadaan, sii-daayaan ama bixiyaan kharashaadka iyo kharashyada dacwad kasta oo sharci ama ficil kasta oo nooc kasta ah, haddii xukunkeeda ay lagama maarmaan noqoto ama la jeclaysto in la ilaaliyo, la dhawro, ama lagu horumariyo danaha ururka Local;

(3.5) waxay xaqiijiyaan magacaabista Madaxweynaha si uu u buuxiyo dhammaan jagoooyinka bannaan ee xafiisyada la doortay ee dhaca mudda xileedkaa si waafaqsan QODOBKA IX;

(3.6) waxay la macaamilaan shaqooyinka oo dhan oo maamulaan iyo hagaan arrimaha Ururka Local marka laga reebo hadaan si kale loogu sheegin halkan; u wakiishaan, marka loo baahdo, mid ka mid ah awoodaha kor ku xusan sarkaal kasta ujeeddo gaar ah iyo si ku-meelgaar ah iyadoo shuruud ah in tallaabada sarkaalka ama wakiilka ay ansixiyeen Guddiga Fulinta;

(3.7) waxay kireeyaan, iibiyaan, ama ku helaan hab kasta oo sharci ah hantida, dhismayaasha, dhulka, xuquuqaha, mudnaanta ee ururku u baahan yahay inuu ku shaqeeyo taasoo ururku u oggolaaday inay go'aamiyaan qiimaha iyo shuruudaha iibsashada ama helidda waxyaabahan ilaa inta ururku u oggol yahay sharci ahaan. Waxay go'aan ka gaadhi karaan sida loo iibinayo gebi ahaan mise qayb ahaan, ama qaab kale iyagoo go'aansanaya. Qarashyada waaweyn, guddiga fulintu waa inay oggolaansho ka

helaan xubnaha xilliga kulanka. Qarashyada maalinlaha ama yaryar uma baahna oggolaanshaha xubnaha;

(3.8) waxay iibiyaan ama tuuraan hanti kasta oo ma guurto ah ama mid gaar ah, hantida guud, xuquuqda ama mudnaanaha uu leeyahay ururka Local mar kasta oo ay u arkaan inay u dan tahay Ururka Local. libabka ama tuurista waaweyn waa inay oggolaadaan xubnuhu xilliga kulanka (marka laga reebo waxyaabaha yaryar);

(3.9) waxay sameeyaan, soo saaraan iyo diyaariyaan dukumintiyada lahaanshaha, deymaha, heshiisyada aaminaadda, qandaraasyada, iyo dukumintiyada kale ee sharciga dhaqaalaha iyaga oo sidaa samayn kara haddii xubnuhu ay ku oggolaadeen go'aan hore. Waxay sidoo kale qaadi karaan tallaabo kasta oo lagu socodsiin karo dukumintiyadan sharciga ah;

(3.10) waxay sameeyaan heshiisyada sharciga ah ee lacagta ama hantida, si loo siiyo dheefaha xubnaha iyo qoysaskooda ama ku-tiirsanayaashooda, iyo waxay joojin karaan heshiisyada waxayna qaadi karaan tallaabooyin kasta oo loo baahdo si loo maareeyo oo loo isticmaalo heshiisyada. Dhammaan go'aamada waaweyn waxay ku qasban yihiin oggolaanshaha xubnaha (marka laga reebo waxyaabaha yaryar);

(3.11) waxay go'aamiyaan xubinnimada uqalma inay u codeeyaan heshiisyada iyo shaqo joojinta iyo samaynta shirarka kale ee xubinnimada waxayna sameeyaan xeerar iyo sharciyo ku saabsan hab-dhaqankooda oo aan waafaqsanayn Dastuurka Caalamiga ah ama Xeer-hoosaadkan;

(3.12) waxay go'aaminayaan qaabka loo qabanayo aftida;

(3.13) waxay ku xidhaan Ururka Localn Local hay'ado kale ama ururo kale sida loogu baahan yahay ama ay aaminsan yihiin inay dani ugu jirto Ururka Localn Local.

(3.14) sameeyo dhammaan tallaabooyinka, oo aan si cad loogu oggolayn halkan, kuwaas oo lagama maarmaan u ah ama ku habboon fulinta waajibaadka kor ku xusan ee ilaalinta hantida Ururka Local ee faa'iidada u leh ururka Local iyo xubnaha;

(3.15) waxay dibu-eegaan oo oggolaadaan dhammaan go'aamada iyo isbeddellada dastuuriga ah ee ay u codeynayaan xubnuhu kahor coddeynta xubinnimada ee shirka xubinnimada caadiga ah ama gaarka ah; Si kastaba ha ahaatee, wax-ka-beddelka dastuurka ee ay ansixiyeen shan boqol (500) oo xubnood oo meel wanaagsan maraysa ayaan u baahnayn ansixinta Golaha Fulinta kahor coddeynta xubinnimada ee shir xubinnimo oo caadi ah ama gaar ah.

Qaybta 4aad. Baadhitaanka Jebinta Waajibka Ammaanada. Guddiga Fulinta waxa waajib ku ah inuu baadho jebinta lagu soo eedaynayo masuuliyadda ammaanada marka ay xaaladdu sidaas tahay iyo inay qaadaan tallaabada ku habboon haddii baadhistu ay mudan tahay.

Qaybta 5aad. Shirarka Golaha Sare. Guddida Fulintu waa inay shirar joogto ah yeeshaan ugu yaraan saddexdii biloodba mar iyaga oo aan ogaysiis kale ka ahayn xeer-hoosaadkan wakhtiyada caadiga ah ee lagu cayimo go'aanka Guddida fulinta, waxaanay ku qabsan karaan

shirar kale wakhti iyo goob uu Madaxweynuhu go'aamiyo. Ka maqnaanshaha shirka caadiga ah ee Guddiga Fulinta iyada oo aan la ogaysiin Xoghayaha-Khasnajiga sababta(aha) shirka kahor ama kadib waxay ka dhigan tahay maqnaansho cudurdaar la'aan ah. Maqnaanshaha labaad ee cudur-daar la'aanta ah ama maqnaanshaha saddexaad ee cudur-daar la'aanta ah inta lagu jiro muddada xafiiska waxay noqon doontaa aasaaska ka saarida sarkaalka kadib dhegeysiga.

Qaybta 6aad. Kooramka Guddiga Fulinta. Aqlabiyadda Guddigu waa inay joogaan kulan kasta si shaqada loogu qabto si rasmi ah. Go'aamada waxaa gaadhaya aqlabiyadda xubnaha Guddiga ee jooga kulanka. Haddii la isku barbar dhaco, Madaxweynuhu waa in uu codkiisa dhiibtaa.

Qaybta 7aad. Kulamada Guddiga ee u Furan Xubnaha. Kulamada Guddiga Fulinta waxay u furan yihiin xubnaha ururka Local kormeerayaal ahaan, marka laga reebo marka fadhiga fulinta ee Guddiga la dammaanad qaado. Xubnaha waxaa laga rabaa inay iska bixiyaan kharashaadkooda marka ay ka-qaybgalayaan shirarka guddiga.

Qaybta 8aad. Bixinta Kharashyada Xubnaha Guddiga. Talaabada guddiga, xubnaha Guddiga ee aan ahayn saraakiisha mushaharka buuxa ama shaqaalaha ururka Local waxaa la siin karaa kharashaadkooda, oo ay ku jiraan mushaharka lumay, haddii ay jiraan, ka-qaybgalka shir kasta oo guddiga ah.

Qaybta 9aad. Tallaabada Guddiga Sare ee u Dhexeeya shirarka. Marka la eego dhammaan arrimaha u baahan in uu tallaabo qaado Guddiga Fulinta marka Guddiga Sare uusan ku jirin fadhi rasmi ah, Guddiga Fulinta waxa uu ku shaqayn karaa limayl, fakis, warqad, ama taleefan. Marka tallaabo looga baahdo Guddiga Fulinta, Madaxweynuhu wuxuu ku heli karaa isla iimayl, waraaqo, ama telefoon xubnaha Guddiga Fulinta xubnahaasna waxay qaadi karaan tallaabo ku saabsan arrinta loo keenay si la mid ah. Tallaabadan ay qaadeen aqlabiyadda xubnaha Guddiga Fulinta ayaa noqon doonta tallaabo ay qaadeen Guddiga maadaama ay Guddiga Fulinta ku jireen fadhi rasmi ah.

Qaybta 10aad. Guddiyada Golaha Sare. Guddiga fulinta ayaa magacaabaya guddiga cadaaladda bulshada iyo dhaqaalaha (tusaale. EmbRACE), guddiga maaliyadda, guddiga qabanqaabada iyo guddiga waxbarashada siyaasadda (Guddiga Waxqabad Siyaasadeed) si ay uga caawiyaan Guddiga Fulinta ee dhinacyadan waxqabadka Ururka Local. Guddiyo kale oo ku meel gaadh ah ayaa laga yaabaa in la abuuro marka loo baahdo. Xubnaha Guddiga Fulinta waxaa magacaabaya madaxweynaha si ay u guddoomaan mid kasta oo ka mid ah guddiyadan. Waajibaadka guddiyadaas waxaa go'aamin doona Guddiga Fulinta si waafaqsan dastuurka iyo xeer-hoosaadka caalamiga ah.

Xoghayaha-Khasnajiga Caalamiga ah waa in isla markiiba la ogeysiiyaa xubnaha guddiga cadaaladda bulshada iyo dhaqaalaha, guddiga xubnaha hawlgabka ah, guddiga qabanqaabada, iyo guddiga waxbarashada siyaasadda.

Qaybta 11. Guddida Fulinta. Guddida Fulinta ee guddigu waxay ka koobnaan doontaa Madaxweynaha, Madaxweyne Ku-Xigeenka Fulinta, iyo Xoghayaha-Khasnajiga, Guddoomiye-ku-xigeennada guud ee Ururka Local iyo laba Madaxweyne-ku-xigeen oo ka kala socda Qayb kasta oo ay doorato Qayb kasta iyo Guddiga Fulinta ee la doortay ee bilowga xilli kasta oo xafiiska ah. Guddiga Fulinta waa in ay kulmaan inta u dhaxaysa shirarka Guddiga Fulinta si ay u macaamilaan shaqada oo ay u gaaraan go'aamo waqtiyeysan oo aan sugi karin shirarka

guddiga oo dhamaystiran.

QODOBKA VII – Golaha Korjoogtaynta

Qaybta 1aad. Halabuurka iyo Waajibaadka Golaha Korjoogtaynta. Golaha Korjoogtayntu waa inuu ka koobnaadaa Xoghayaha-Khasnajiga iyo afar (4) xubnood; mid kasta oo laga soo doorto afarta waaxood. Waxay noqon doontaa mas'uuliyadda Korjoogayaasha inay baadhaan oo ay hubiyaan buugaagta Ururka Local iyo ugu yaraan sannad kasta inay soo ururiyaan oo ay xaqiijiyaan dammaanadaha, maalgashiga, xisaabaadka bangiyada, iyo lacagaha caddaanka ah ee gacanta lagu hayo. Inay sameeyaan mid kasta oo waajibaad ama hawlo caynkaas ah oo ay u xilsaaraan Madaxweynaha ama guddiga fulinta.

Qaybta 2aad. Helitaanka Xogta iyo Waajibaadka. Korjoogayaashu waa inay si buuxda oo xor ah u helaan dhammaan dukumeentiyada, buugaagta iyo diiwaanka kale ee lagama maarmaanka u ah inay qabtaan baadhitaankooda. Korjoogayaashu waa inay xaqiijiyaan in sarkaal kasta, shaqaale ama wakiil kasta oo Ururka Local looga baahan yahay in lagu xidho caymis had iyo jeer si waafaqsan sharciga lagu dabaqi karo. Xoghayaha- Khasnajiga Ururka Local Caalamiga ah ayaa laga yaabaa inuu hago kordhinta ama dhimista qaddarka curaarta markay u arkaan inay habboon tahay.

QODOBKA VIII – Golaha Hoggaanka: Qaab-dhismeedka, Awooddaha iyo Waajibaadka

Qaybta 1aad. Qaab-dhismeedka Golaha Hoggaanka. Golaha Hoggaaminta wuxuu ka koobnaan doonaa Madaxweynaha, Madaxweyne Ku-Xigeenka Fulinta, iyo Xoghayaha-Khasnajiga, Madaxweyne-ku-Xigeennada, Xubnaha Guddiga Fulinta, Wakiillo, hoggaamiyeyaasha xubnaha laga soo doortay cutub kasta ama qaybta gorgortanka. Cutub kasta oo ka kooban labaatan (20) ama ka badan ayaa yeelan doona hal (1) xubin Golaha iyo xubin dheeraad ah 200 kasta oo xubnood oo ka sarreeya 200 ee hore.

Qaybta 2aad. Doorashada Xubnaha Golaha Hoggaanka. Xubnaha Golaha Hoggaanka waxaa dooran doona xubnaha cutubka ama unugga gorgortanka ee ay matalaan. Cutubyada waa loo oggol yahay inay soo diraan wufuud kale si loo xaqiijiyo matalaadda.

Qaybta 3aad. Waajibaadka Golaha Hoggaanka. Golaha Hoggaaminta waa inuu siiyee gole loogu talagalay waxbarashada xubnaha, horumarinta hoggaanka iyo xog-wadaaga. Xubnaha Golaha Hoggaanka ayaa mas'uul ka ah bixinta fikradda ahdaafta iyo xeeladaha barnaamijka Ururka Local si loo gaaro, waxay ku dhaqmi karaan arrin kasta oo saameeya xubinnimada Ururka Local, oo ay ku qaadaan ficillada barnaamijka iyo yoolalka cutubyadooda.

Qaybta 4aad. Kulamada Golaha Hoggaanka. Golaha Hoggaanka waa in uu kulmaa wax ka yar hal mar sannad kasta. Kulamo dheeri ah ayaa la qaban karaa sida uu go'aamiyo Madaxweynaha. Kharashyada xubinta Golaha la soo doorto waxa bixin doona Ururka Local, iyada oo la raacayo siyaasadda iyo hab-raacyada ay dejiyeen Guddiga Fulinta. Saddexdii

sanaba hal mar bisha Oktoobar, shirka Golaha Hoggaanka waa in lala qabtaa shir xubinnimada guud si loo aqbaloo magacaabista jagooyinka sarkaalka.

Qaybta 5aad. Kooramka Golaha Hoggaanka. Aqlabiyadda Goluhu waa inay joogaan kulan kasta si shaqada loogu qabto si rasmi ah. Go'aamada waxaa gaadhaya aqlabiyadda xubnaha Golaha ee jooga kulanka. Haddii la isku barbar dhaco, Madaxweynuhu waa in uu codkiisa dhiibtaa.

Qaybta 6. Kulamada Golaha u furan Xubnaha. Kulamada Golaha Hoggaanka waxay u furan yihiin xubnaha guud ee laga yaabo inay ka soo qaybgalaan goob-jooge ahaan. Xubnaha waxaa laga rabaa inay iska bixiyaan kharashaadkooda marka ay ka qaybgalayaan shirarka Golaha.

QODOBKA IX – Magacaabid iyo Doorasho

Qaybta 1aad. Magacaabista Saraakiisha. Magacaabista saraakiishu waxay ka dhici doontaa shirka Golaha Hoggaanka bisha Oktoobar ee sannad kasta oo doorasho. Magacaabista waxaa sidoo kale qoraal ahaan loogu soo gudbin karaa guddiga doorashada ugu yaraan hal maalin ka hor kulanka magacaabista. Ogeysiis macquul ah oo ku saabsan habka magacaabista iyo kulanka waa in la bixiyaa. Ma jiro qof u qalma inuu u tartamo Madaxweyne, Madaxweyne Ku-Xigeenka Fulinta, iyo Xoghayaha-Khasnajiga ama Madaxweyne-ku-xigeenka guud ee Ururka Local oo aan xubin ka ahayn xaaladda wanaagsan ee Ururka Localn Local ugu yaraan laba sano ka hor magacaabista. Xubnaha la magacaabay waa in ay soo xaadiraan shirka wakhtiga la magacaabay si ay u aqbalaan; u fasaxay in qoraal lagu soo magacaabo shirka ka hor ama ku aqbal magacaabista qoraal ahaan laba maalmood gudahooda shirka ka dib. Haddii ay dhacdo in hal musharrax oo keliya loo magacaabo xafiis kasta, lama qaban karo doorasho xilkaas ah. Musharaxa caynkaas ah ee aan la tartamin waxa lagu dhawaaqi doonaa in la doortay si xushmad leh.

Qaybta 2aad. Doorashooyinka Saddexdii Sannoba mar. Doorashada waa in la qabtaa saddexdii sanoba mar, inta lagu jiro bisha Disembar ee sannad kasta oo doorasho. Saraakiisha la doortay ayaa xilka la wareegaya 1-da Janaayo ee sanadka soo socda.

Qaybta 3aad. Codaynta Kulanka Xubinnimada ama Wargadda Codbixinta. Doorashada waa in lagu qabtaa shir(yada) xubinnimada ama boostada lagu codeeyo sida uu go'aamiyo guddiga fulinta.

Qaybta 4aad. Guddiga Doorashooyinka. Madaxweynuhu waxa uu magacaabayaa guddi doorasho oo aan midkoodna musharaxiinta ahayn, si ay u go'aamiyaan hababka codaynta dheeraadka ah oo ay ka mid yihiin kuwan soo socda:

- Xubnuhu waa inay helaan wax aan ka yarayn 30 maalmood ogaysiis doorashada lagu qabto shirarka xubinnimada. Doorashada waa in lagu qabtaa cod qarsoodi ah oo ka dhex dhacda xubnaha si wanaagsan u taagan. Ma jiro qof qoraal ah oo la soo qoray ama wakiil codbixineed.
- Saraakiisha hela tirada ugu badan ee codadka waa in lagu dhawaaqaa in la doortay. Kuraasta leh wax ka badan hal xubnood oo la soo doortay, ku guuleystayaasha ayaa ah kuwa ugu codka badan sida ay u kala horeeyaan.

- Guddiga doorashadu waa inay tiriyaan codadka waxayna natiijada ugu soo gudbin doonaan Madaxweynaha iyo Xoghayaha – Hanti-dhowraha qoraal ahaan.

Qaybta 5. Boosaska Banaan. Haddii ay dhacdo in mid ka mid ah xafiisyada aan Madaxweynaha ahayn ay bannaanaato, Madaxweynuhu waxa uu magacaabayaa xubinta buuxinaysa jagadaas bannaan inta ka hadhay muddo xileedkii hore. Guddiga fulinta ayaa u codeyn doona si loo xaqiijiyo magacaabista ka hor inta aan la magacaabin xafiiska la magacaabay. Haddii ay ka bannaanaato xilka Madaxweynaha, Madaxweyne ku xigeenka fulinta ayaa sii hayn doona xilka Madaxweynaha inta ka harsan muddada xilka.

Qaybta 6. Saraakiisha sida Ergada Shirarka. Sarkaal kasta oo Ururka Local ah oo lagu soo doorto si waafaqsan qawaaniinta khuseeya waxa loo aqoonsanayaa ergada u qalanta shirweyne kasta oo deegaanku uu xaq u leeyahay wufuudda. Haddii tirada saraakiisha la doortay ay ka yar tahay tirada ergooyinka, markaas waa in la sameeyaa qabanqaabada magacaabista iyo doorashada qarsoodiga ah, haddii loo baahdo. Haddii tirada guud ee saraakiishu ay ka badan yihiin tirada ergada la ogol yahay, markaas saraakiishu waa inay u soo xaadiraan ergo ahaan sida ay u kala horreeyaan: Madaxweyne, Madaxweyne Ku-Xigeenka Fulinta, iyo Xoghaye Khasnaji, Madaxweyne Ku-Xigeenka Koowaad, Madaxweyne Ku-Xigeenka Labaad, Kursiga Qaybta Waxbarashada Sare 1, Kursiga Qaybta K-12 1, Dawladda Hoose / Kursiga aan faa'iido doonka ahayn 1; Kursiga Barashada Hore 1; Kursiga 1-aad ee hawlgabka; Kursiga Waxbarashada Sare 2 iyo wixii la mid ah oo ku socda siday u kala horreeyaan. Kursi kasta waa in loo kala qaybiyaa iyadoo loo eegayo tirada codadka uu helay xubin kasta oo la doortay, iyadoo hoos loo dhigayo.

QODOBKA X – Khidmadaha

Qaybta 1aad. Dakhliga. Dakhliga Ururka Local waxa laga soo saari doonaa khidmadaha bilaha ah iyo khidmadaha kale ama ilaha sida ay u ansixiyaan Guddida Fulinta.

Qaybta 2aad. Korodhka Khidmadaha. Korodh kasta oo ku yimaadda qaddarka khidmadaha ama khidmadaha bilowga ah ama ka qaadista qiimayn kasta oo guud ama gaar ah oo aan lagu amrin Dastuurka iyo Xeer-hoosaadka Midowga Caalamiga ah, waa in, marka uu u baahdo sharciga lagu dabaqi karo, ay go'aamin doonaan Guddiga Fulinta, iyada oo ku xidhan ansixinta xubinnimada cod-bixin qarsoodi ah ka dib ogeysiis macquul ah kulan caadi ah ama warqad codbixin ah.

Marka laga hadlayo aftida cashuuraha, guddiga fulinta waxa uu magacaabi karaa guddi doorasho si ay u dejiyaan hababka cod bixinta oo ay ku jiraan laakiin aan ku xaddidnayn kuwan soo socda:

- Ogeysiis qoran waa in loo soo diraa xubin kasta ugu yaraan soddon (30) maalmood ka hor kulanka(yada) ay xubintu ugu codayn doonto isbeddelka cashuuraha.
- Codeyntu waa inay ahaataa qarsoodi qarsoodi ah oo xubnaha si wanaagsan u codeeyaan, aqlabiyadda codbixiyayaashuna waxay go'aan ka gaari doonaan arrinta.

Qaybta 3aad. Sababaha Kharash dhimista ama ka-dhaafidda. Khidmadaha iyo lacagaha Ururka Localn Local waxaa hoos u dhigi kara ama ka dhaafi kara Guddiga Fulinta ujeeddadu tahay

abaabulka iyo/ama aqbalida xubnaha xubinnimada ee bixiyay kaarka xubinnimada ama ka-noqoshada kaarka degmo kale oo SEIU ah.

Qaybta 4aad. Cashuurta Qofkii Qasab Ah. Kani waa inuu bixiyaa cashuur qof kasta ururka Local caalamiga ah qof kasta oo Ururka Local uu dakhli ka helo. Qiimaha qofkiiba waxaa dejin doona Ururka Local Caalamiga ah.

Qaybta 5aad. Cawaaqibka Bixin La'aanta Kharashaadka. Xubin kasta oo ku guul dareysata bixinta khidmadaha looga baahan yahay gudaha ama ka hor maalinta ugu dambeysa ee bisha ay isla mudan yihiin waxaa si toos ah looga joojinayaa xubinnimada iyo dhammaan xuquuqaha iyo mudnaanta xubinnimadaas gudaha iyo gudaha ururka Local caalamiga ah.

Qaybta 6aad. Mas'uuliyadda Xubinta Bixinta Kharashaadka. Dhammaan mas'uuliyadda bixinta khidmadaha Ururka Local ee muddada loo baahan yahay ee ku xusan qodobkan waa waajib xubin kasta si gaar ah u saaran, loomana igman karo Ururka Local ama cid ka mid ah wakiiladeeda ama qof kasta, hadday yihiin ergo, maamulayaasha dukaamada iyo kuwa kaleba.

QODOBKA XI – Qaab-dhismeedka Cutubka iyo Shirarka Xubinnimada

Qaybta 1aad. Samaynta cutubyada iyo doorashada madaxda. Iyadoo la raacayo ansixinta Guddiga Fulinta, cutub kasta ayaa loo samayn doonaa qayb kasta oo gorgortan ah, ama cutubyo gorgortan oo la isku daray, ama kooxo shaqaale ah oo leh loo-shaqeeye ama warshad, kuwaas oo isku mid ah, ama xubnaha hawlgabka ah, sida ay ansixiyeen Guddiga Fulinta. Cutub kastaa wuxuu dooranayaa wakiillada iyo xubnaha Golaha Hoggaanka si waafaqsan qaacidada uu dejiyay xeer-hoosaadkan. Cutub kastaa waa inuu doortaa ama shaqaaleeyaa oo magacaabayaa hoggaamiyeyaasha goobta shaqada iyo jagooyinka hoggaamineed ee kale haddii loo baahdo.

Qaybta 2aad. Kulamada Xubinnimada Cutubka. Cutub kasta waa in lagu dhiirigeliyaa inuu qabto shirarka xubinnimada cutubka si joogto ah laakiin xaalad kasta oo aan ka yarayn hal sannadkii ayaa la qabtaa dayrta. Guddiga Fulinta waxa laga yaabaa inay dejiyaan hab-raacyo iyo dhiirigelin si loo qabto shirarkaas.

Qaybta 3aad. Kulamada Xubinnimada Gaarka ah. Shirarka xubinnimada gaarka ah waxaa ku baaqaya Madaxweynaha ama Guddiga Fulinta. Konton (50) xubnood ayaa kooram ka noqon doona shir kasta oo gaar ah.

Qaybta 4aad. Ogaysiis Macquul ah oo ku saabsan Kulamada Xubinnimada Gaarka ah. Ogeysiis macquul ah ee shirarka xubinnimada gaarka ah waa in loo diraa xubin kasta oo Ururka Local ah. Kaliya ganacsiga sida ku qeexan baaqa shirka gaarka ah ayaa lagu tixgalin doonaa kulanka.

QODOBKA XII – Gorgortan Wadareed

Qaybta 1aad. Awoodda Guddiyada Cutubiyada Gorgortanka. Awoodda ay si wadajir ah ugu gorgortami karto cutubka ama qaybta gorgortanka waxa leh guddi wada xaajood ah, oo ka kooban xubno laga soo xulay cutubka ama qaybta gorgortanka iyo wakiillo ka socda Ururka Local. Ururka Local ayaa bixin doona tababaro iyo taageerada shaqaalaha habka gorgortanka wadajirka ah.

Qaybta 2aad. Ansixinta Qandaraasyada Xubnaha Cutubka. Natiijooyinka gorgortanka gorgortanka wadajirka ah waa in ay ansixiyaan xubnaha qaybta gorgortanka. Marka la ansixiyo, qandaraaska waa in ay saxiixaan Guddiga wada xaajoodka iyo sarkaalka Ururka Local.

Qaybta 3aad. Awoodda shaqo joojinta waxaa leh guddiga wada xaajoodka oo ogolaansho ka haysta guddiga fulinta. Si shaqo-joojin loogu dhawaaqo, waa in lagu oggolaadaa cod ansixin ah saddex-meelood laba meel xubnaha ay khusayso ee ka qaybqaata codbixinta shuruudahan soo socda:

1. Ogeysiis ku habboon waa in la siiyaa xubin kasta oo ay khusayso in codbixin shaqo joojintu ay dhacayso - ha ahaato shirarka(yada) loogu yeedhay ujeedadan ama warqadda codbixinta.
2. Ugu yaraan 30% xubnaha ay khusayso waa inay ka qaybqaataan codbixinta.
3. Hoggaanka cutubka ayaa u codayn kara in la dejiyo heer sare oo ka qaybgalka xubinta codbixinta shaqo joojinta haddii ay doortaan - iyadoo ku xiran ansixinta Guddiga Fulinta.

Qaybta 4aad. Ogeysiinta Ururka Local Caalamiga ah ee Shaqo joojinta. Deegaanku kuma dhawaaqi karo shaqo joojin iyadoon hore loo ogeysiin Madaxweynaha Caalamiga ah, ama haddii ogaysiis hore aanu shaqaynayn, iyada oo aan la ogeysiin sida ugu dhakhsaha badan ee suurtoogalka ah ka dib bilowga shaqo joojinta. Haddii degaanka uu ku guuldareysto inuu bixiyo ogeysiis noocaas ah, Madaxweynaha Caalamiga ah wuxuu joojin karaa cunaqabateynta shaqo joojinta.

QODOBKA XIII – Masuuliyadda Xubnaha Midowga Ururka Local

Qaybta 1aad. Waajibaadka Xubinta Xeer-hoosaadka iyo Xubnaha Saaxiibka ah. Xubin kasta marka loo eego xubinnimada Ururka Local waxaa ku waajib ah inay u hoggaansamaan Xeer-hoosaadkan iyo Dastuurka Caalamiga ah iyo Xeer-hoosaadka iyadoo la tixgelinayo xuquuqda, waajibaadka, mudnaanta iyo xasaanadda ay siiyeen. Xubin kastaa waa in ay si daacad ah u gudataa waajibaadyadaas iyo waajibaadkaas mana faragelinayso xuquuqda xubnaha kale.

Qaybta 2aad. Awoodda Ururka Local ee ku Saabsan Xubnaha. Xubin kasta marka loo eego xubnimada Ururka Local waxay u ogolaataa Ururka Local inuu u dhaqmo sidii wakiil gorgortan gaar ah oo leh awood buuxda oo gaar ah si uu u fuliyo heshiisyada loo shaqeeyaha ee maamulaya shuruudaha iyo shuruudaha shaqada iyo inuu u dhaqmo xubinta oo uu leeyahay awoodda kama dambaysta ah ee soo bandhigida, habaynta iyo hagaajinta wixii cabasho ah, dhibaato ama khilaaf ka dhasha heshiis kasta oo gorgortan wadareed ama ka baxsan shaqada Ururka Local loo shaqeeyaha ama sida ugu wanaagsan ee saraakiisha Ururka Local. Ururka Local iyo saraakiisheeda iyo wakiiladeeda waxay diidi karaan inay ka baaraandegaan cabasho kasta, cabasho ama khilaaf, haddii xukunkooda macquulka ah cabashada ama khilaafku aanu mudnayn.

Qaybta 3aad. Waajibaadka Xubnaha ee Saraakiisha iyo Wakiilada Ururka Local. Xubinna kama faro-gelin karto hawl-wadeennada iyo wakiillada Ururka Localn Local marka ay gudanayaan waajibaadkooda shaqo, xubin kastaana marka la soo codsado waa in ay kaalmayntaas iyo kaalmayntaas u fidisaa gudashada waajibaadkooda shaqo ee looga baahan yahay, waase haddii aanay taasi ku xad-gudbin xuquuqdooda shakhsi ahaaneed ee xubinnimadooda. Xubin kasta iyo sarkaal kasta waa inuu u hoggaansamaa shuruudaha iyo shuruudaha heshiisyada gorgortanka wadareed ee khuseeya waana inay ka fogaadaan dhaqan kasta oo carqaladaynaya waxqabadka b Ururka Local waajibaadkeeda sharci ama qandaraas.

Qaybta 4aad. Ma jiro Midnimo laba-geesood ah, Diidmo-la'aan ama Bur-burinta Ururka Local. Xubinna waa in aanay ku lug yeelan laba urur-urnimo ama laba-urnimo, xubinna kama noqon karto qayb hawleed si loo sugo burburinta Ururka Local oo ah wakiilka gorgortanka wadajirka ah ee shaqaale kasta.

QODOBKA XIV – Habraaca Caddaaladda

Si looga ilaaliyo xubnaha in laga xareeyo eedeymaha aan macquul ahayn, hababka soo socda ayaa lagu dabaqi doonaa:

Qaybta 1aad. Hababka Xubnaha Gudbinta Dacwooyinka ka dhanka ah Xubnaha. Mar kasta oo uu dacwooyin ka keeno xubin kasta ama sarkaal kasta oo ka tirsan Local 925, eedaymahan oo kale waa in ay ahaadaan kuwo gaar ah oo qoraal ahaan loogu xareeyaa Xoghaye-Haye-hayaha oo tilmaamaya nooca dembiga ku lug leh. Nuqul qoraal ah oo eedeymahan ah waa in loo geeyaa eedaysanaha shaqsi ahaan ama boosto diwaan gashan ama shahaado leh si toos ah ayaa loogu diri doonaa ciwaanka ugu dambeeya ee eedaysanaha ugu yaraan toban (10) maalmood ka hor dhagaysiga eedaha. Dhammaan kiisaska, qolada dacwadda lagu soo oogay waa in la siiyaa wakhti macquul ah oo ay ku diyaariyaan difaacooda iyo in la siiyo dhageysi buuxa oo cadaalad ah.

Qaybta 2aad. Saldhigga eedeymaha. Saldhigga dacwadaha iyo xallinta waxaa lagu maamuli doonaa qodobada Dastuurka iyo Xeer-hoosaadka Ururka Local Caalamiga ah.

Qaybta 3aad. Dhageysiga Dacwadaha. Madaxwaynuhu waa in uu u magacaabo ugu yaraan hal xubin oo ka mid ah Guddiga Fulinta sidii Sarkaal Dhegeysi ah, waxana uu magacaabi karaa saraakiil dhegaysi oo dheeraad ah oo ka socda Guddiga Fulinta ama xubinimada.

Qaybta 4aad. Go'aanka Dhageysiga. Go'aanka saraakiisha dhageysiga waxaa loo aqoonsan doonaa kama dambeys ilaa qofka ama shaqsiyaadka go'aanka ka dhanka ah loo gudbiyay Xoghaye-Hanti-dhowrka codsi qoraal ah oo ay kaga dacwoonayaan go'aanka Guddiga Sare ee Ururka Local (15) maalmood gudahood, si waafaqsan qodobbada Dastuurka iyo Xeer-hoosaadka Caalamiga ah, iyo rafcaannada dheeraadka ah waa in la raacaa si waafaqsan Dastuurka iyo Xeer-hoosaadka Caalamiga ah. Haddii xubinta lagu soo oogay ama door biday eedahan ay tahay xubin ka tirsan Guddiga Fulinta, kama qayb qaadan doonaan go'aanka.

Qaybta 5aad. La-taliyaha La Ogolaaday Xubinta. Xubin kasta oo dacwad lagu soo oogay waxay yeelan kartaa looyar ama xubin kale oo ka tirsan ficilkan maxaliga ah sida lataliye, si uu ugu matalo soo bandhigida difaacooda.

QODOBKA XV – Xuquuqda Hantida

Qaybta 1aad. Lahaanshaha Hantida. Lahaanshaha dhammaan hantida, lacagaha iyo hantida kale ee Ururka Localn Local ayaa had iyo jeer yeelan doona Guddiga Fulinta si wadajir ah loogu isticmaalo xubinnimada Ururka Localn Local, laakiin xubinna ma yeelan doonto wax xuquuq gaar ah oo gaar ah, lahaanshaha ama danta ku jirta.

Qaybta 2aad. Xubnuhu Dan Hanti ma laha. Xubnimada Ururka Localn Local waa in aanay siin xubin kasta oo leh xuquuq, magac ama dano ama hantida Ururka Localn Local, oo ay ku jiraan lacagaha degaankan.

QODOBKA XVI - Isbahaysiga

Ururka Localn Locali waxa uu la bahaysan yahay xidhiidhada gobolka iyo deegaanka ee shaqada, halka ay kuwani ka jiraan, iyo Golaha Gobolka ee Shaqaalaha Adeegga iyo qaybaha kale ee ku habboon, sida uu go'aamiyo Ururka Local Caalamiga ah.

QODOBKA XVII - Kala Tegid

Ururka Localn Locali ma kala tegi karo, ma kala goosan karo ama ma kala dirmi karo inta ay jiraan todoba (7) xubnood oo diidan. Haddii ay dhacdo in la kala tago, la kala diro ama uu dhammaado, dhammaan hantida, maaliyadda iyo hantida maguurtada ah, midda dhabta ah iyo tan gaarka ahba, ee Ururka Localn Local waxay noqonayaan hantida Ururka Local Caalamiga ah. Marnaba Ururka Localn Locali uma qaybin karo maaliyaddiisa, hantidiisa ama hantidiisa xubinihiisa shaqsiyeed.

QODOBKA XVIII – Cayminta

Sarkaal kasta ama wakiil kasta oo ka socda Ururka Localn Local oo gacanta ku haya lacagaha ama hantida kale ee Ururka Localn Local waa in lagu xidhaa caymis si waafaqsan shuruudaha Dastuurka iyo Xeer-hoosaadka Caalamiga ah iyo taallo lagu dabaqi karo. Caddadka curaarta looga baahan yahay qof kasta waxaa hubin doona guddiga fulinta, khidmadaha caymiska waa in laga bixiyaa dhaqaalaha guud ee ururka Local. Xoghayaha- Khasnajiga Ururka Local Caalamiga ahi waxa uu maamuli karaa kordhinta ama dhimista qaddarka curaarta marka uu u arko in uu ku talinayo Xoghaye-Hanti-Haye.

QODOBKA XIX - Qodabka Kaydka

Haddii mid ka mid ah xeer-hoosaadkan wax laga beddelo ama lagu dhawaaqo inuu buray ama aan shaqaynayn hay'ad kasta oo awood u leh fulinta, garsoorka, ama waaxda maamulka ee dawladda federaalka ama dawlad-goboleedka, Guddiga Fulinta ayaa awood u leh inuu hakiyo hawl-galka qodobkaas inta lagu jiro muddada uu buray ama wax ka beddelka iyo inuu ku

beddelo booskiisa qodob ka soo bixi doona diidmada ansaxnimadiisa ama wax laga beddelayo iyadoo ujeedadu tahay qodobbada.

Haddii qodob ama qayb ka mid ah Xeer-hoosaadkan wax laga beddelo ama lagu hayo mid aan ansax ahayn iyadoo lagu dhaqmayo sharciga ama maxkamad kasta oo awood u leh, inta ka hartay Xeer-hoosaadkan ama ku dhaqanka qodobkan ama qaybtan cid ama duruufo, aan ka ahayn kuwa lagu haysto wax aan sax ahayn ama wax laga beddelay, ma saameyn doonto.

QODOBKA XX - Wax-ka-beddelka

Qaybta 1. Habka Wax-ka-beddelka Dastuurka iyo Xeer-hoosaadka. Dastuurka iyo Xeer-hoosaadka Ururka Localn Local waxa lagu beddeli karaa kulan gaar ah oo xubinimo ah ama warqad codbixin ah. Wax-ka-beddelka la soo jeediyay waa in lagu soo gudbiyaa qoraal ahaan Guddiga Fulinta ama saddex-meelood meel dhammaan cutubyada iyada oo la raacayo codka aqlabiyadda xubnaha cutubyadaas. Wax-ka-beddelka la soo jeediyay waa in loo gudbiyaa xubinnimada ugu yaraan hal bil ka hor kulanka(yada) waana in uu helaa saddex-meelood laba-meelood laba codka korsashada.

Wax ka beddelku ma ansaxayo ama dhaqan gelayo ilaa uu ogolaado Ururka Local Caalamiga ah.

Qaybta 2aad. Hoos-u-Eegista Dastuurka iyo Xeer-hoosaadka Ururka Local. Dastuurka iyo Xeer-hoosaadka Ururku waxay mar walba hoos imanayaan Dastuurka iyo Xeer-hoosaadka Caalamiga ah, iyadoo wax laga beddeli karo.

Waxaa dibu-eegay coddaynta xubinnimada Oktoobar 11, 2025

APPENDIX C: SEIU CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

Approved by the SEIU International Executive Board, June 13, 2009

Approved by the SEIU International Executive Board as revised, January 21, 2016

Approved by the SEIU International Executive Board as revised, May 22, 2024

PART A: PREAMBLE

Preamble

The Service Employees International Union (SEIU) believes in the dignity and worth of all workers. We have dedicated ourselves to improving the lives of workers and their families and to creating a more just and humane society. We are committed to pursuing justice for all, and in particular to bringing economic and social justice to those most exploited in our community. To achieve our mission, we must develop highly trained and motivated leaders at every level of the Union who reflect the membership in all of its diversity.

Union members place tremendous trust in their leaders. SEIU elected officers and managers owe not just fiduciary obligations to union members; given the moral purpose of our mission, SEIU leaders owe members the highest level of ethical behavior in the exercise of all leadership decisions and financial dealings on members' behalf. Members have a right to proper stewardship over union funds and transparency in the expenditure of union dues. Misuse and inappropriate use of resources or leadership authority undermine the confidence members have in the Union and weaken it. Corruption in all forms will not be tolerated in SEIU. This Code of Ethics and Conflict of Interest Policy (the "Code" or "SEIU Code") strengthens the Union's ethics rules of conduct, organizational practices and enforcement standards and thus enhances the Union's ability to accomplish its important mission.

Duty to members

We recognize that no code of ethics can prevent some individuals from violating ethical standards of behavior. We also know that the SEIU Code is not sufficient in itself to sustain an ethical culture throughout the Union. To accomplish the goals for which this Code has been created, we must establish systems of accountability for all elected leaders and staff. These systems must include appropriate checks and balances and internal operating procedures that minimize

Accountability

the opportunity for misuse or abuse, as well as the perception of either, in spending Union funds and exercising decision-making authority. The systems also must include adequate provision for training on understanding and implementing this Code. More broadly, we emphasize the importance of the range of standards, practices, and values described in "A Strong Ethical Culture," Section A of the SEIU Policies on Ethics and Standards that were enacted with the Code in 2009.

*Member
protections,
responsibilities*

In particular, SEIU is committed to providing meaningful paths for member involvement and participation in our Union. The SEIU Member Bill of Rights and Responsibilities in the Union is a significant source of SEIU members' rights and obligations. Its exclusive enforcement through the procedures set forth in Article XVII of the SEIU Constitution and Bylaws reflects a commitment to the democratic principles that have always governed SEIU. Article XVII's numerous protections against arbitrary or unlawful discipline of members also form an essential ingredient of the democratic life of the Union. Similarly, the requirement that Affiliates provide for regular meetings of the membership, set forth in Article XV, Section 5 of the Constitution, is another important element in the democratic functioning of SEIU. Finally, the provisions against discrimination and harassment on the basis of race, creed, color, religion, sex, gender expression, sexual orientation, national origin, citizenship status, marital status, ancestry, age and disability contained in Article III, Section 4 of the SEIU Constitution and in the Constitutions and Bylaws of Affiliates, the SEIU Anti-Discrimination and Anti-Harassment Policy and Procedure, and similar policies of Affiliates forbid conduct in violation of SEIU's historic belief that our strength comes from our unity and diversity and that we must not be divided by forces of discrimination.

*Other sources
of authority*

Individuals subject to this Code are expected to comply with State and Federal laws, the Constitution and Bylaws of SEIU and Affiliates, and the anti-discrimination and anti-harassment policies of SEIU and Affiliates as part and parcel of our commitment to sustaining an ethical culture and the highest standards of conduct throughout the Union. Violations of these laws and policies are ethical breaches; however, these violations should be addressed through avenues provided by the applicable laws and policies and not through the Code unless they also allege violations of this Code. In particular, the sole enforcement mechanism for matters covered by the SEIU or Affiliate Constitutions and Bylaws is that which is set forth in those

*Ethical breaches
outside Code*

documents, unless violations of this Code are also alleged. Finally, grievances that arise under collective bargaining agreements are excluded from enforcement under this Code unless they also allege violations of this Code. The scope and standards of this Code are set forth in the following Sections.

Section 1. Applicability to International Union. The SEIU Code is henceforth applicable in its entirety to all officers, executive board members and employees of SEIU. These individuals are referred to herein as “covered individuals.”

*Applicability,
International
Union*

SEIU shall append or attach the Code in its entirety to its Constitution and Bylaws in its next and all future publications.

Section 2. Applicability to SEIU Affiliates. By enactment of the SEIU International Executive Board, the SEIU Code is applicable in its entirety to all officers, executive board members and employees of all affiliated bodies and local unions chartered by SEIU (“Affiliates” herein). These individuals are referred to herein as “covered individuals.”

*Applicability,
Affiliates*

(a) Each Affiliate shall ensure that the Code extends to all employees as soon as practicable but in no event later than the end of 2020.

*Affiliate
responsibilities*

(b) Each Affiliate shall append or attach the Code in its entirety to its Constitution and Bylaws at its next and all future publications.

(c) Wherever reference herein is made to SEIU or an SEIU program, department or position, the corresponding reference is to the particular Affiliate or its equivalent program, department or position.

(d) Each Affiliate is responsible for enforcing the Code and educating its covered individuals on the Code in a manner consistent with the Code’s terms, subject to assistance and oversight from SEIU.

(e) The Code is not intended to restrain any Affiliate from adopting higher standards and best practices, subject to the approval of the SEIU Ethics Ombudsperson.

PART B: GENERAL OBLIGATIONS

Section 3. Obligations of Covered Individuals.

(a) Commitment to the Code. SEIU and each Affiliate shall provide a copy of the Code to each covered individual. It is the duty and

*Covered
individuals,
obligations*

<i>Annual acknowledgment</i>	obligation of covered individuals to acknowledge annually that they have received a copy of this Code, that they have reviewed and understand it, and that they agree to comply with it.
<i>Duty of disclosure</i>	(b) Duty of disclosure. Covered individuals shall disclose to the SEIU Ethics Ombudsperson or the Affiliate Ethics Liaison, described in Part F of this Code, any conflict of interest or appearance of a conflict, which arises when their paramount duty to the interest of members is potentially compromised by a competing interest, including but not limited to an interest, relationship or transaction referenced in this Code. Actual, perceived and potential conflicts should be disclosed at the time that covered individuals become aware of them.
<i>Conflict of interest, definition</i>	
<i>Disqualification from service</i>	(c) Disqualification from service to SEIU or Affiliate. No person shall serve as an officer or managerial employee of SEIU or any Affiliate who has been convicted of any felony involving the infliction of grievous bodily injury, or the abuse or misuse of such person's position or employment in a labor organization to seek or obtain illegal gain at the expense of the members, except for the limited exceptions set forth in applicable federal law.

PART C: BUSINESS AND FINANCIAL ACTIVITIES

Protection of member funds **Section 4.** General Duty to Protect Members' Funds; Members' Right to Examine Records.

- Fiduciary duty* **(a)** The assets and funds of a labor organization are held in trust for the benefit of the membership. Members are entitled to assurance that those assets and funds are expended for proper and appropriate purposes. The Union shall conduct its proprietary functions, including all contracts for purchase or sale or for the provision of significant services, in a manner consistent with this Code. All officers, executive board members and employees of SEIU and SEIU Affiliates, whether elected or appointed, have a trust and high fiduciary duty to honestly and faithfully serve the best interests of the membership.
- Examination of records* **(b)** Consistent with Section 201 of the Labor-Management Reporting and Disclosure Act, SEIU shall permit a member for just cause to examine any books, records and accounts necessary to verify SEIU's annual financial report under that section to the U.S. Department of Labor.

- (c) Affiliates comprised solely of members employed by government bodies shall permit a member to examine its financial report submitted to a state agency and, consistent with state law and for just cause, to examine any books, records and accounts necessary to verify the Affiliate's financial report.

Section 5. Prohibited Financial Interests and Transactions.

Covered individuals shall not, to the best of their knowledge, have a substantial ownership or financial interest that conflicts with their fiduciary duty.

*Financial Interests
and Transactions*

- (a) For purposes of these rules, a "substantial ownership or financial interest" is one which either contributes significantly to the individual's financial well-being or which enables the individual to significantly affect or influence the course of the business entity's decision-making.

*Substantial
ownership or
financial interest,
definition*

- (b) A "substantial ownership or financial interest" does not include stock in a purchase plan, profit-sharing plan, employee stock ownership plan (ESOP) or blind trust. Nor does it prohibit covered individuals from owning, through a mutual fund or other similar investment vehicle, the publicly traded shares of any employer with which SEIU or an Affiliate engages in collective bargaining or does business or which SEIU or an Affiliate seeks to organize, provided that all transactions affecting such interests are consistent with rates and terms established by the open market.

- (c) It is not permissible for any covered individual to:

Prohibitions

- (1) Knowingly have a substantial ownership or financial interest in any entity that engages in collective bargaining with SEIU or any of its Affiliates;

Employers

- (2) Make or attempt to influence or participate in any way in a decision concerning the relations of SEIU or an Affiliate with a vendor, firm or other entity or individual in which the covered individual or their relative, spouse or business partner has a substantial ownership or financial interest; or

Vendors

- (3) Engage in any self-dealing transactions with SEIU or any of its Affiliates, such as buying property from or selling property to SEIU, without the informed approval of the International Secretary-Treasurer (or Affiliate Secretary-

Self-dealing

Treasurer, as applicable), obtained after full disclosure, including an independent appraisal of the fair market value of the property to be bought or sold.

Disclosure

- (d)** To ensure compliance with this Section, covered individuals are required to disclose any interests, transactions or interests covered by this Section in accordance with Section 3(b) of this Code.

Payments and gifts

Section 6. Payments and Gifts from Employers, Vendors and Members.

Prohibitions, exceptions

- (a)** Covered individuals shall not knowingly accept any payments, benefits or gifts of more than minimal financial value under the circumstances presented from any employer that engages or seeks to engage in collective bargaining with SEIU or an Affiliate, or from any business or professional firm that does business or seeks to do business with SEIU or an Affiliate.

Regular employment

- (1)** This Section does not extend to payments and benefits that are provided to covered individuals by prohibited employers as compensation for their primary and regular employment.

Payment for services

- (2)** This Section does not extend to work and services that covered individuals perform for prohibited employers or businesses on a part-time basis, through an arm's length transaction and for normal and customary pay for such work or services.

Public policy events

- (3)** This Section does not extend to participation in events hosted by public officials involving discussion of public policy matters.

Perishable items

- (4)** With respect to perishable items that are more than minimal but that are impracticable to return, such as food, it shall be considered compliance with this Section to discard such an item or place it in a common area for members and office staff to enjoy. If the gift is discarded or enjoyed communally, it is recommended that the giver should be advised of this disposition to dispel the appearance of any conflict of interest on the part of any covered individual and to discourage recurrence.

Recommendation to notify giver

- (b)** Covered individuals shall not knowingly accept personal payments or gifts from any member, absent a personal relationship independent of the relationship between the

Union and the member, other than a gift of minimal financial value. This provision does not apply to contributions to campaigns for union office made in accordance with the SEIU Constitution and Bylaws.

Ethics, payments and gifts

Section 7. Conversion of Union Funds and Property. Covered individuals shall not use, convert or divert any funds or other property belonging to SEIU to such individual's personal benefit or advantage.

Conversion prohibited

Section 8. Applicability to Third Parties. The principles of this Code apply to those investments and activities of third parties that amount to a subterfuge to conceal the financial interests of SEIU officers or employees or to circumvent the standards of this Code.

Third parties

Section 9. Certain Loans Prohibited. SEIU shall not make loans to any officer or employee, or to any of their family members, that at any time exceed \$2,000 in total indebtedness on the part of such officer, employee or family member.

Loans prohibited

PART D: BENEFIT FUNDS AND RELATED ORGANIZATIONS

Section 10. Obligations of Covered Individuals.

(a) Benefit Funds.

Benefit Funds

(1) For purposes of this Section:

Definition

- a.** A "benefit fund or plan" means a retirement, health or welfare benefit fund or plan sponsored by SEIU or an Affiliate, or in which SEIU or an Affiliate participates.
- b.** The definition of "substantial ownership or financial interest" provided in Section 5 applies.

(2) Covered individuals who serve in a fiduciary position with respect to or exercise responsibilities or influence in the administration of a benefit fund or plan shall not:

Fund fiduciaries, prohibitions

- a.** Have any substantial financial interest in, or any compromising personal ties to, any investment manager, insurance carrier, broker, consultant or other firm or individual doing business or seeking to do business with the fund or plan;
- b.** Accept any personal payment from any business or professional firm that does business or seeks to do business with the fund or plan, other than contractual payment for work performed; or

Interests and personal ties

Personal payment

*Compensation,
exclusions*

- c.** Receive compensation of any kind for service as an employee representative or labor-designated trustee for a fund or plan, except for reimbursement of reasonable expenses properly and actually incurred and provided uniformly to such representatives or trustees, with the proviso that it is not a violation of this provision for an officer or managerial employee who is not a full-time employee of SEIU or an Affiliate to be a lawfully paid employee of a fund or plan if such employment is consistent with applicable legal restrictions and fully disclosed through appropriate reports.

Disclosure

- (3)** To ensure compliance with this Section, all covered individuals shall disclose any interests, transactions or relationships covered by this Section in accordance with Section 3(b) of this Code.

Disqualification

- (4)** No person shall serve in a fiduciary capacity or exercise responsibilities in the administration of a benefit fund or plan who has been convicted of any felony involving the infliction of grievous bodily injury or the abuse or misuse of such person's position or employment in an employee benefit plan to seek or obtain an illegal gain at the expense of the beneficiaries of the employee benefit fund or plan, except for the limited exceptions set forth in applicable federal law.

(b) Related Organizations.*Related
organizations
definition*

- (1)** For purposes of this Section, an organization "related to" SEIU or an Affiliate means an organization
 - in which 25 percent or more of the members of the governing board are officers or employees of SEIU or an Affiliate, or
 - for which 50 percent or more of its funding is provided by SEIU or an Affiliate.

*Duties of covered
individuals*

- (2)** Covered individuals who serve in a fiduciary position with respect to or exercise responsibilities or influence in the administration of an organization related to SEIU shall comply with the provisions and shall hold themselves to the standards of the SEIU Code while they are acting for or on behalf of the related organization.

PART E: FAMILY AND PERSONAL RELATIONSHIPS

Section 11. Purpose of Rules Governing Family and Personal Relationships. SEIU does not prohibit the employment of qualified relatives of current officers or employees, or of individuals with whom an officer or employee has a romantic or intimate personal relationship. SEIU also does not prohibit the retention of qualified vendors that employ relatives of current SEIU officers or employees or individuals with whom an officer or employee has a personal relationship.

*Family and
Personal
Relationships*

However, SEIU recognizes that the existence of such relationships can lead to problems, including favoritism or the appearance of favoritism toward relatives or those who are involved in a personal relationship.

Giving these individuals special treatment – or creating the impression that they receive special treatment – is inconsistent with our principles of stewardship and accountability and with our duty to responsibly conduct the business of SEIU. The provisions of this part are designed to ensure that family or personal relationships do not influence professional interactions between the employees involved and other officers, employees and third parties.

Purpose of rules

Section 12. Definitions. For purposes of this part:

- (a) “Relative” means parent, spouse, spousal equivalent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, first or second cousin, corresponding in-law, “step” relation, foster parent, foster child, and any member of the employee’s household. Domestic partner relatives are covered to the same extent as spousal relatives.
- (b) “Personal relationship” means an ongoing romantic or intimate personal relationship that can include, but is not limited to, dating, living together or being a partner or significant other. This definition applies regardless of gender, gender identification, or sexual orientation of the individuals in the relationship. This restriction does not extend to friends, acquaintances or former colleagues who are not otherwise encompassed in the scope of “personal relationships.”

*Ethics,
Relationships,
Family and
Personal*

Section 13. Prohibited Conduct. The following general principles will apply:

*Prohibited
conduct*

*Application
process*

(a) Applications for employment by relatives and those who have a personal relationship with a covered individual will be evaluated on the same qualification standards used to assess other applicants. Transmission to the appropriate hiring authority of applications on behalf of individuals who have a family or personal relationship shall not in itself constitute an attempt to influence hiring decisions. Further input into the application process, however, may be deemed improper.

*Hiring
decisions*

(b) Covered individuals will not make hiring decisions about their relatives or persons with whom they have a personal relationship, or attempt to influence hiring decisions made by others.

*Supervisory
relationship
prohibited*

(c) Supervisory employees shall not directly supervise a relative or a person with whom they have a personal relationship. In the absence of a direct reporting or supervisor-to-subordinate relationship, relatives or employees who have a family or personal relationship generally are permitted to work in the same department, provided that there are no particular operational difficulties.

*Work-related
decisions*

(d) Covered individuals shall not make work-related decisions, or participate in or provide input into work-related decisions made by others, involving relatives or employees with whom they have a personal relationship, even if they do not directly supervise that individual. Prohibited decisions include, but are not limited to, decisions about hiring, wages, hours, benefits, assignments, evaluations, training, discipline, promotions, and transfers.

Disclosure

(e) To ensure compliance with this Section, all covered individuals must disclose to the Ethics Ombudsperson or the Affiliate Ethics Liaison, as appropriate, any relationships covered by this Section in accordance with Section 3(b) of this Code.

Enforcement

PART F: ENFORCEMENT

Ethics Officer

Section 14. Ethics Officer. The office of the Ethics Officer is established to provide independent assistance to SEIU in the implementation and enforcement of the Code. The Ethics Officer shall be an individual of unimpeachable integrity and reputation, preferably with experience in ethics, law enforcement and the workings of the labor movement. The Ethics Officer shall provide their services under

contract and shall not be an employee of the International Union or any of its Affiliates. The Ethics Officer shall be appointed by the International President and confirmed by the International Executive Board. The International President, the International Secretary-Treasurer, and the SEIU International Executive Board may refer matters concerning the Code to the Ethics Officer for review and/or advice, consistent with Sections 22 and 23.

Review or advice

Section 15. Ethics Ombudsperson. The office of SEIU Ethics Ombudsperson is established to oversee implementation and enforcement of the Code and ongoing efforts to strengthen the ethical culture throughout the Union. The Ethics Ombudsperson is responsible for providing assistance to the International Union and Affiliates on questions and concerns relating to the Code and ethical culture; directing the training of SEIU and Affiliate officers and staff concerning the Code and ethical culture; responding to ethics concerns and complaints consistent with Sections 17-23; receiving and resolving disclosures of conflicts of interest; assisting the Ethics Officer; and providing other support as necessary to the overall SEIU ethics program. The Ethics Ombudsperson, in consultation with the Ethics Officer, shall issue a report to the SEIU International Executive Board annually, summarizing compliance, training, enforcement, culture building and related activities, and making recommendations for modifications to the ethics program that they believe would enhance the program's effectiveness. The Ethics Ombudsperson may also conduct periodic reviews for the purposes of monitoring compliance with this Code and determining whether partnerships, joint ventures, and arrangements with management organizations conform to this Code, are properly recorded, reflect reasonable investment or payment for goods and services, further SEIU's tax-exempt purposes, and do not result in inurement, impermissible private benefit, or excess benefit transactions. The Ethics Ombudsperson shall be employed in the SEIU Legal Department.

*Ethics
Ombudsperson*

Annual report

Periodic reviews

Section 16. Affiliate Ethics Liaison. Each Affiliate shall appoint an Ethics Liaison who will be available for ethics advice or guidance, will serve as an Affiliate's key contact with the International's Ethics Ombudsperson, will assist in enforcement of the Code, will oversee the delivery of ethics-related training, will assist the Affiliate in strengthening its ethical culture, and will serve as an ethical leader in the Affiliate.

Ethics Liaison

- (a)** Presidents, chief executive officers, secretary-treasurers, chief financial officers, chiefs of staff, and the equivalent of any of

Eligibility

the foregoing are not eligible to serve as Ethics Liaisons.

Rotation

- (b)** Affiliates are encouraged to consider rotating the Ethics Liaison position periodically, barring operational difficulties, to develop ethical leadership broadly in the Affiliate. Affiliates shall advise the SEIU Ethics Ombudsperson as soon as practicable of the appointment of Ethics Liaisons and of any vacancy that occurs in the position.

Training

- (c)** Ethics Liaisons will regularly receive training from the International Union specific to the role. Affiliates should make every effort to ensure the participation of their Ethics Liaisons.

Complaints

Section 17. Complaints.

Submission

- (a)** Any covered individual or member may file a written complaint concerning alleged violations of the Code. Oral concerns and complaints shall be reduced to writing for further processing as a complaint. Complaints should be signed or contain the name of the complainant(s), and shall be kept confidential pursuant to Section 24. Complaints alleging violation of the Code shall not be enforced under SEIU or Affiliate constitutions and bylaws unless they also allege violations of the constitutions and bylaws.

*Enforcement
under
constitution*

*Contact
information*

- (b)** The International Union shall post contact information for submission of ethics complaints on the SEIU website and shall provide that information on request.
- (c)** Each Affiliate shall provide its staff and membership with contact information for its Ethics Liaison.

*Complaint
handling,
International*

Section 18. Complaints Handled by the International Union. Complaints alleging violation of the Code that are submitted to the International Union or the Ethics Officer shall be referred initially to the SEIU Ethics Ombudsperson. The Ethics Ombudsperson shall review ethics complaints submitted to the International Union and shall respond to them in their discretion, including but not limited to providing advice or guidance, resolving them informally, directing them to resources outside the ethics office, and referring them to the Ethics Officer or Affiliate for further processing. The individual submitting the complaint shall be notified of the status of the complaint as appropriate in the discretion of the Ethics Ombudsperson but in all events upon its conclusion.

Section 19. Complaints Handled by Affiliate; Notice to Ethics Ombudsperson. Ethics complaints that are raised with or referred

to an Affiliate shall be investigated by the affected Affiliate and, where appropriate, may form the basis of employee discipline or formal internal union charges to be processed before a trial body in accordance with the requirements set forth in the Affiliate's constitution and bylaws and/or the SEIU Constitution and Bylaws. The Ethics Ombudsperson may advise an Affiliate concerning matters related to the investigation and processing of complaints and charges alleging violation of the Code. Where a complaint involves an Affiliate's president, chief executive officer, chief of staff, secretary-treasurer, chief financial officer, or the equivalent, the Affiliate shall notify the Ethics Ombudsperson as soon as practicable. The Ethics Ombudsperson may consult with the Ethics Officer concerning any question referred by an Affiliate.

*Complaint
handling,
Affiliates*

*Notice to
Ombudsperson*

Section 20. Failure to Cooperate; Bad Faith Complaints.

Unreasonable failure by a covered individual to fully cooperate with a proceeding or investigation involving an ethics complaint or alleged violation of this Code shall constitute an independent violation of this Code. SEIU reserves the right, subject to notice, investigation and due process, to discipline persons who make bad faith, knowingly false, harassing or malicious complaints, reports or inquiries.

*Failure to
cooperate*

Bad faith

Section 21. Original Jurisdiction.

*Original
Jurisdiction*

- (a) Requests for Original Jurisdiction. If an Affiliate or an Affiliate executive board member, officer, or member believes that formal internal union charges against a covered individual that also allege violations of this Code involve a situation which may seriously jeopardize the interests of the Affiliate or the International Union, or that the hearing procedure of the Affiliate will not completely protect the interests of the Affiliate, an officer or member, that individual may request that the International President assume original jurisdiction under Article XVII, Section 2(f) of the SEIU Constitution and Bylaws.
- (b) Assumption of Original Jurisdiction by International President. In accordance with Article XVII, Section 2(f) of the SEIU Constitution and Bylaws, the International President may in their discretion assume original jurisdiction of formal internal Union charges also alleging violation of this Code if as a result of an investigation they believe that the charges filed against a covered individual involve a situation which may seriously jeopardize the interests of the Affiliate or the International Union. In their discretion, the International President may

*Request by
Affiliate*

*Assumption
of jurisdiction*

refer the matter to the Ethics Officer for a recommendation concerning the possible assumption of original jurisdiction.

*Referral of
hybrid charges*

Section 22. Referral of Formal Charges to Ethics Officer. If formal internal Union charges filed with the International Union under Article XVII, Section 3 of the SEIU Constitution and Bylaws also allege violation of the Code by an officer or executive board member of the International Union or an Affiliate, such charges may be referred to the Ethics Officer for review and recommendations.

*Ethics Officer,
possible
recommendations*

Section 23. Review of Claims by Ethics Officer.

- (a)** If after review of the allegations of violations of the Code in a complaint or formal charge, the Ethics Officer finds that the allegations have merit and/or warrant further investigation, they shall recommend a response or course of action for the International Union to respond to the complaint or charges, including but not limited to the following:
- (1)** Further investigation by SEIU personnel and/or outside investigator(s);
 - (2)** Filing of formal charges under Article XVII of the SEIU Constitution and Bylaws;
 - (3)** Assumption of original jurisdiction by International President pursuant to Article XVII, Section 2(f) of the SEIU Constitution and Bylaws;
 - (4)** Appointment of an outside hearing officer to conduct a trial under Article XVII, Section 3 of the SEIU Constitution and Bylaws;
 - (5)** Discipline of covered employees;
 - (6)** Sanction of covered officers or members accused in formal proceedings, and
 - (7)** Other action deemed appropriate in the discretion of the Ethics Officer.
- (b)** If the Ethics Officer concludes, after review of allegations of violations of the Code, that the allegations are without merit or that further investigation is not necessary, they shall advise the International Union of their findings.

No merit

PART G: PROTECTION OF WHISTLEBLOWERS

Section 24. Confidentiality. SEIU will make all reasonable efforts to keep confidential the identity of any person(s) raising an ethics concern, inquiry, report or complaint under the Code unless disclosure is authorized by the complainant or is required for SEIU to carry out its fiduciary or legal duties. SEIU will also treat communications concerning ethics complaints or concerns with as much confidentiality and discretion as possible, provided that it remains able to conduct a complete and fair investigation, carry out its fiduciary and legal duties, and review its operations as necessary.

Confidentiality

Section 25. No Retaliation. SEIU encourages all officers and employees to bring ethics concerns and complaints that the Code has been violated to the attention of the Union, as set forth more fully in Part F above.

*Retaliation
prohibited*

- (a) SEIU expressly prohibits retaliation against covered individuals and members for:
 - (1) Making good faith complaints, reports or inquiries pursuant to this Code;
 - (2) Opposing any practice prohibited by the Code;
 - (3) Providing evidence, testimony or information relative to, or otherwise cooperating with, any investigation or enforcement process of the Code; and
 - (4) Otherwise participating in the enforcement process set forth in PART F above.
- (b) In particular, SEIU will not tolerate any form of retaliation against Affiliate Ethics Liaisons for performing their responsibilities.
- (c) Any act of alleged retaliation should be reported to the SEIU Ethics Ombudsperson or the Affiliate Ethics Liaison immediately and will be responded to promptly.

*Against
Ethics
Liaisons*

Reporting