	<p><b>Title:</b> Code of Ethics</p> <p><b>Number:</b> 204</p> <p><b>Effective:</b> May 19, 2026</p> <p><b>Cancel:</b> Resolution No. 2008-11</p> <p><b>Prepared by:</b> Amy Asher, General Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2026-18</p>
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**POL-204 CODE OF ETHICS**

This policy applies to all Mason Transit Authority (MTA) officers, employees, board members or agents.

**1.0 Purpose**


Mason Transit maintains this written code or standards of conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by Federal or State assistance.

**2.0 Policy**

This code provides that Mason Transit’s officers, employees, board members, or agents may neither solicit nor accept gratuities, favors or anything of monetary value from any present or potential contractor or subrecipient, nor may they award bonuses or commissions for having secured the award of a grant funded project. MTA ensures the truthfulness and accuracy of any claims, statements, submissions, certifications, assurances, affirmations, or representations provided to the federal government. Further, MTA certifies that, prior to entering into any third-party agreement, the entity has no unpaid federal tax liabilities that are not being properly addressed. Additionally, MTA certifies that the entity has not been convicted of a felony criminal violation under any federal law within the past 24 months.

Mason Transit’s officers, employees, board members, or agents may accept gifts where the financial interest is not substantial, and the gift is an unsolicited item of nominal intrinsic value. Items with a value of over \$50 will not be accepted under any circumstances.

This Code of Ethics prohibits Mason Transit’s officers, employees, board members, or agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. As permitted by State or local law or regulations, violation of this code by a Mason Transit officer, employee, board member or agent, or by subcontractors or subrecipients or their agents shall result in penalties, sanctions or other disciplinary actions, up to and including discharge.

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**3.0 Personal Conflict of Interest.**

This Code of Ethics prohibits Mason Transit’s employees, officers, board members, or agents from participating in the selection, award, or administration of a contract supported by Federal or State funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:


- a. The employee, officer, board member, or agent;
- b. Any member of his or her immediate family;
- c. His or her partner; or
- d. An organization that employs, or is about to employ, any of the above.

**4.0 Organizational Conflict of Interest.**

Mason Transit has adopted the procedure shown below for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract may, without some restrictions on future activities, result in an unfair competitive advantage to the third party contractor or impair its objectivity in performing the contract work.

**5.0 Identification and Prevention.**

Upon acceptance of a position with Mason Transit as an employee, officer, board member or agent, it is the responsibility of the individual to immediately disclose any potential, real or apparent conflicts of interest. It is the policy of Mason Transit that all employees, officers, board members, or agents, during the course of their affiliation with Mason Transit, take steps to avoid the appearance of a conflict of interest and report any potential conflict immediately to the General Manager for appropriate action. It is the responsibility of all associated with Mason Transit to report any activity that is suspected to be in violation of the basic principles of this Code of Ethics.

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**6.0 Lobbying**

Mason Transit Authority’s officers, employees, board members or agents understands that federal regulations outlined in as outlined in the [49 CFR Part 20](#) prohibit the use of federal transit funds for lobbying Congress or federal agencies to influence grants, loans, or contracts. Should MTA engage in lobbying activities with the use of non-federal funds, those activities will be reported to the Washington State Department of Transportation using the General Service Administration’s Standard Form SFLLL.

**7.0 Prohibition on trafficking of persons**

Mason Transit Authority’s officers, employees, board members or agents, subrecipients, and subrecipient's employees do not engage in any forms of persons trafficking as outlined in 2 CFR 200 Appendix A to Part 175 and Chapter 19.320 RCW.