

# ETHICS POLICY



## Lufkin Firemen's Relief & Retirement Fund

8/30/2010



**Office of Pension Board  
Lufkin Firemen's Relief & Retirement Fund**

300 E. Shepherd Street  
Lufkin, Texas 75901  
936.630.0555 – Voice  
936.633.0408 – Fax  
drussell@cityoflufkin.com

**BOARD OF TRUSTEES  
CODE OF ETHICS**

The State of Texas and Trustees elected or appointed to serve as governing board members of its Public Pension Funds desire to enhance and promote the professional management of their Funds, in order to provide retirement and other benefits to participants and beneficiaries who have served the State and its citizens.

To further these objectives, all Trustees shall adhere to legal, moral and professional codes of conduct in the fulfillment of their fiduciary responsibilities, and to the following standards.

Responsibilities as Trustees

Trustees shall recognize their responsibilities for the stewardship of funds entrusted to their administration and discharge their duties solely in the interest of their Fund, its beneficiaries and participants.

- They shall carry out their duties with an understanding of the obligation of public trust that they owe to the citizens and taxpayers of the State.
- They shall exercise prudence and integrity in the management and investment of pension plan assets in their custody, seeking reasoned diversification of the Fund's assets, consistent with those legal limitations which may apply.
- They shall strive to retain qualified individuals to provide professional assistance in achieving Fund objectives, informing said individuals of the fiduciary duties assumed by virtue of their employment by the Fund.
- They shall assure that the progress achieved by administrative staff, money managers, and other Fund fiduciaries, be subject to periodic performance evaluation, and that reasonable and necessary administrative expenses are paid.
- They shall uphold both the letter and the spirit of the legislation and regulations governing their actions. (Article 6243.e V.A.C.S.) Failure of trustee to uphold the Code of Ethics as outlined in this policy will result in disciplinary action and or removal stated under section 20, subsection J and L of Article 6243.e.



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Professional Requirements

- Trustees shall act with honor and integrity in the administration of their Funds.
- They shall be responsible for developing and maintaining their skills and competence as Trustees through continuing education and participation in professional associations,
- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall respect and protect privileged information to which they have access by virtue of their role as Trustees.
- They shall assure that Fund financial information is made available pursuant to applicable law and generally accepted practices, within the framework of state and local policies.
- They shall be responsive to inquiries by assuring that their Funds have established procedures for dealing with information requests from beneficiaries or participants, members of the public, governmental agencies and the press.
- They shall not knowingly be a party to or condone any illegal, improper, or unethical activity.
- They shall manage all matters within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall respect the rights, responsibilities and integrity of their colleagues and others with whom they work.
- They shall maintain the fiscal integrity of their Funds by monitoring the timely flow of monies due to the Fund.
- They shall establish a legislative review process to monitor pending legislation, assess the actuarial impact of material proposals and, if necessary, oppose legislation if in their opinion the effect of such legislation would be detrimental to the fiscal integrity of the Fund.
- They shall promote equal employment opportunities. This standard shall expressly apply to the search for qualified minority professionals to assist Trustees in the management and handling of Fund assets.



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Conflict of Interest

- Trustees shall actively avoid both the appearance and the fact of a conflict of interest.
- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain as the result of any action taken by or on behalf of the Fund.
- They shall not use public property or resources for personal or political gain.
- They shall excuse themselves whenever a matter comes before them as to which a conflict, a potential conflict or the appearance of a conflict of interest may exist, unless after full disclosure at a public Board meeting of the facts underlying the appearance of conflict, the Board shall determine that no conflict or potential conflict exists.

Adopted by Board 8/30/2010