

## STANDARDS OF CONDUCT

### for attorneys, agents and representatives of OP&F members

This form must be completed and signed by a member's attorney, agent or representative in order for such person to represent an OP&F member in any dealings with the Ohio Police & Fire Pension Fund (OP&F).

#### Section A: Member information

Name: First, MI, Last, suffix (Jr, III, etc.)

Member's Social Security Number

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#### Section B: Standards of Conduct for attorneys, agents and representatives of OP&F members

All attorneys, agents and representatives of an OP&F member **shall** abide by the following standards of conduct while representing the member in any dealings with OP&F:

- Provide competent representation to a member, which requires the knowledge, skill, thoroughness and preparation reasonably necessary for the representation. This also includes being, or becoming, familiar with OP&F's governing statutes, administrative rules and procedures;
- Abide by OP&F's governing provisions and procedures at all times;
- Conduct his or her dealings in an ethical manner that furthers the efficient, fair and orderly conduct of the administrative decision-making process. This includes acting with reasonable diligence and promptness in representing a member and providing prompt and responsive answers to requests from OP&F for any relevant information or documentation;
- Be forthright in his or her dealings with OP&F and with the member; and
- Otherwise act in a manner that is consistent with OP&F's core values, which include acting with prudence, integrity and empathy.
- Review and finalize applications and documents with the member so the member can certify accuracy.

All attorneys, agents and representatives of an OP&F member **shall not** do any of the following while representing the member in any dealings with OP&F:

- In any manner or by any means threaten, coerce, intimidate, deceive or knowingly mislead any member or beneficiary regarding benefits or other rights;
- Knowingly make or present any misleading oral or written statements, assertions or representations about a material fact or provision of law concerning any matter;
- Through his or her own actions or omissions, unreasonably delay or cause to be delayed any benefit process;
- Divulge, without the member's written consent, any information from the member's personal history record;
- Attempt to influence, directly or indirectly, the outcome of a decision, determination or other administrative action by offering a loan, gift or anything of value to a member of the OP&F Board of Trustees or an employee of OP&F; and
- Engage in actions or behavior prejudicial to the fair and orderly conduct of administrative proceedings, including but not limited to, threatening or intimidating language, gestures or actions.

#### Section C: Acknowledgement and signature of member's attorney, agent or representative

By signing below, you acknowledge that you have read the *Standards of Conduct for attorneys, agents and representatives of OP&F Members* in Part B of this form and you agree to abide by such standards when representing an OP&F member in any dealings with OP&F. If you do not sign below, you will not be permitted to practice or represent parties before OP&F's Board of Trustees.

Attorney, agent or representative's name (print):

Title:

Street address / Post office box

City, State, ZIP code

Phone:

Attorney, agent or representative's signature:

Date of signature: