

## ROWLETT CITIZEN CORPS COUNCIL ORGANIZATIONAL POLICY

### TITLE: CODE OF CONDUCT

APPROVAL SIGNATURE:



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TITLE: RCCC President

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POLICY NO.: 23-144

PROGRAM: RCCC

SECTION: Administration

PAGES: 4

### INTRODUCTION

The Rowlett Citizen Corps Council establishes this Code of Conduct as a set of values, rules, standards, and principles outlining what we expect from members within our organization, how we treat each other, and how we interact with external parties.

### AUTHORITY

This policy is fully approved by Rowlett Citizen Corps Council (RCCC). All bylaws, policies, and procedures of RCCC apply and are enforceable to all Affiliated Program members to the fullest extent possible.

### CODE OF CONDUCT

#### *Honest and Ethical Conduct*

We expect all members to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while volunteering for the RCCC or an Affiliated Program.

#### *Good Stewardship*

Serving in a volunteer position requires good judgment and management of reasonable risks. All members will be given a general orientation and a specific training to understand and manage the risks in carrying out their role. Members will be required to comply with RCCC policies and to conduct our business at the direction of leadership and within the scope of their duties as a volunteer member. This will help minimize the risk of liability to the RCCC and reduce the risk of injury (physical or economic) to the member and the people the member associates with or tries to help.

#### *Drug, Alcohol and Tobacco use*

RCCC activities should be conducted free from the influence of illegal drugs and alcohol. A volunteer shall not report to an activity, event or activation impaired. In addition, illegal substances may not be possessed or distributed on RCCC or municipal property.

Use of tobacco or e-cigarettes on municipal premises or in city-owned vehicles is prohibited by ordinance.

## Code of Conduct 23-144

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While medical and recreational marijuana use is legal in certain areas of the United States, the RCCC has no obligation to accommodate cannabis use in our offices, vehicles, or at our activities or events.

While alcoholic beverages may be served at RCCC approved social functions, this should be done responsibly and in accordance with local laws and regulations.

### **Safety**

Members should perform their volunteer role to the best of their ability in a safe, efficient and competent way. Observe safety procedures, conditions and environment and report any health and safety concerns to leadership immediately. Members should not obstruct emergency personnel while they perform their duties, taking care not to interfere with ongoing operations.

### **Compliance with law**

All members must protect our organization's legality and nonprofit status. They should comply with all relevant statutes, ordinances and policies. We expect members to be ethical and responsible when dealing with our organization's finances, products and services, programs, partnerships and public image.

From time to time a member may be asked to operate a vehicle or piece of equipment. We ask you to comply with all relevant motor vehicle codes, operational guidance and instruction, and policies, and report any changes in driving status to the RCCC as soon as possible.

A member shall report to the RCCC any incidents that would cause them to be disqualified from membership.

### **Respect in the workplace**

All members should respect their colleagues and others we come into contact with when representing the RCCC or an Affiliated Program.

The RCCC does not discriminate against someone (applicant or member) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.

### **Protection of Organizational Property**

All employees should treat our organization's property, whether material or intangible, with respect and care.

Members:

- Shouldn't misuse the organization's equipment or use it frivolously.
- Should respect all kinds of intangible property. This includes trademarks, copyright and other property (information, reports, systems, databases, etc.)

## Code of Conduct 23-144

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- Should protect our facilities and other material property (e.g., vehicles, trailers, computers) from damage, vandalism or theft, whenever possible.
- Should protect personal identifiable information (PII) and guard against its unauthorized release outside the organization.
- Should not share protected or confidential information about the RCCC, Affiliated Programs, Members, legal matters, disputes, disagreements or other information that is potentially damaging to the reputation or public image of the organization by email, social media, internet sites and blogs, engaging with media, or other types of external outlets. Members should take care not to bring the RCCC into disrepute.
- May have the opportunity to hear private and privileged information while at an activation or emergency incident. What you hear on any RCCC activation is confidential.
- Should sign and honor the RCCC Non-Disclosure and Confidentiality Agreement, and Conflict of Interest Disclosure Statement.

### **Professionalism**

All members must show integrity and professionalism when representing the RCCC or an Affiliated Program, this includes social media posts.

Members should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Leaders mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Members should wear appropriate clothing and identification to the activation, training, exercises and drills that is consistent with the mission and expectations for the event.

We encourage mentoring throughout our organization.

### **Conflict of interest**

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties. The RCCC Bylaws includes a section on Conflict of Interest and the RCCC maintains a form for reporting possible conflicts.

### **Policies**

All members should read and follow all RCCC and Affiliate Program policies. If they have any questions, they should ask their Affiliated Program Director or the RCCC President.

### **Disciplinary actions**

Where a member is found to be in breach of the standards outlined in this Code of Conduct or any of the RCCC or Affiliated Program's other policies and procedures this may result in the member's position being terminated. Notwithstanding the foregoing, members should note that the RCCC or an Affiliated Program may terminate a volunteer's position without cause.

## Code of Conduct 23-144

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The RCCC has an established grievance policy outlined in the Bylaws, as well as each Affiliated Program to handle issues internally, with final appeal to the RCCC Board of Directors.

### **Media or Public Affairs**

Direct all media inquiries regarding emergency incidents to the Fire Chief or on scene commander. Media inquiries regarding RCCC or Affiliated Program operations should be directed to the RCCC President.

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