

POLICY - 2.3.4 - CODE OF ETHICS

SCOPE - VOLUNTEERS, EMPLOYEES, FIRE CHIEF, & DIRECTORS

1. **PERSONAL INTERESTS AVOIDED:** District employees, volunteers or directors must not use their official position for either financial gain or avoidance of financial detriment. District volunteers, employees, or directors may not use District equipment or services for personal interest or gain. District volunteers, employees, and directors shall not use information or facts that have come to them by virtue of their relationship with the District for personal gain or benefit. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.
2. **GIFTS AND GRATUITIES:** Employees and directors shall not accept any special favors, gifts, or gratuities resulting from or related to their relationship with the District. In this regard, the appearance of impropriety can be as damaging as actual impropriety and shall be avoided.
3. **SPECIAL GIFTS:** Department heads may allow acceptance of non-monetary gifts of nominal value (e.g., under \$50) at holidays or special occasions which are available to be shared by all employees, volunteers, and directors of the District.
4. **CONFLICT OF INTEREST:** All employees and volunteers must disclose a potential or actual conflict of interest.