



# MANAGEMENT POLICY

**POLICY NUMBER:**  
102.03

**SUBJECT:**

Code of Ethics

**EFFECTIVE DATE:**  
12/20/ 2010

**REVISED DATE:**

## I. Purpose

As members of the Rio Verde Fire District, we are conscious of the special position of trust we hold. We subscribe to this Code of Ethics as our daily guide for decision-making, job performance and service to our community, and proudly use it as our standard for continued improvement.

## II. Scope

The policy applies to all Members of the Rio Verde Fire District. Members shall include employees, volunteers, and board members of the Rio Verde Fire District.

## III. Policy

### A. Code of Ethics

#### 1. Honesty and Integrity

- a) Being truthful and acting with integrity in all situations and relationships.
- b) Being trustworthy by being accurate, open and dependable.
- c) Being forthright when we deal with others, both citizens and fellow employees, leaving no false impressions.

#### 2. Fairness and Respect

- a) Dealing with people, both citizens and fellow employees, in a positive and just manner.
- b) Interpreting and applying District policies consistently, fairly and without favoritism.
- c) Showing compassion and empathy while performing our duties so as to maintain the dignity and respect of all concerned.

#### 3. Responsibility

- a) Acknowledging that meeting the needs of our citizens and fellow employees is our most important civic duty.
- b) Being accountable for our own decisions and actions.
- c) Seeing that fellow employees also are accountable for their decisions and actions.

#### 4. Pursuit of excellence

- a) Providing the best possible service to improve the quality of life in the Rio Verde Fire District.
- b) Taking pride in the quality of our work and its positive impact on our citizens.
- c) Being creative in looking for new and better ways to perform District work.

#### 5. Confidentially

- a) Preserve the confidentiality of restricted use and sensitive information acquired during the performance of District activities.

- b) Responsibly respect the confidentiality of employee, patient and other District records.
- c) Follow established policies and procedures in order to protect privacy, and to act in a professional manner.