

## **SOUTH MONTEREY COUNTY**

### **FIRE PROTECTION DISTRICT**

#### **PERSONNEL RULES OF CONDUCT**

District personnel are expected to understand and follow the "Personnel Rules of Conduct". All personnel will sign, date and return the form to his / her Company Chief. This form will be kept in their respective personnel file.

The use of intoxicating beverages and dangerous or restricted drugs during work or on standby time, or appearing on the job or at stations under the influence is prohibited.

Personnel are expected to conduct themselves in a manner that recognizes their responsibility for common courtesy and consideration of co-workers and allied agencies / cooperators.

Personnel are to exhibit good behavior on / off duty so as not to cause discredit to the District or adversely affect the public's attitude towards the District.

Personnel who choose to wear the District approved optional uniform, shall present a neat, clean, well-groomed appearance.

Buildings, grounds and apparatus shall be maintained, kept neat, clean and attractive. When training and or responding to emergency incidents, the appropriate level of personal protective equipment (PPE) must be worn by District personnel. Personal protection and safety is the top priority for the District and shall not be compromised.

Personnel shall obey all applicable policies and procedures, laws, codes and regulations that pertain to the operation of the District.

District property must be utilized properly, take care of and accounted for at all times.

Both male and female personnel will be accorded socially acceptable privacy in both the fire station and field environment. Personnel will always respect the rights and privacy of others. This will include:

Separate use of restrooms and shower facilities;

Appropriate attire for station coverage, exercising and changing into safety clothing or other regular activities; and

In areas where both men and woman are present, nudity will not be permitted.

Interpersonal relationships during work and standby time are expected to conform to accepted standards of professional conduct, free from sexual harassment or displays of affection.

The use of vulgarity, sexually suggestive comments or gestures, whether intended to be offensive or not, the display of explicit or obscene pictures / photographs or posters or the use of audio / visual equipment to produce or observe such vulgarity will not be permitted.

The District reserves the right through the Company Chiefs to issue a written notice to personnel who are in violation of the "Personnel Rules of Conduct". Violations may result in discipline or termination.

I \_\_\_\_\_ have read and understood the "Personnel Rules of Conduct" for the District. I acknowledge that I understand and will abide by and follow these rules accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_