

RANCHO ADOBE FIRE PROTECTION DISTRICT

CODE OF ETHICS

POLICY TITLE: Code of Ethics

POLICY NUMBER: 4011

- 4011.1** To establish a Code of Ethics for the Board of Directors. This policy supersedes all previous District policies on this subject.
- 4011.2** The Board of Directors of the Rancho Adobe Fire Protection District is committed to providing excellence in legislative leadership that result in the provision of the highest quality of services to its constituents while maintaining a high ethical standard in the process. In order to assist with ethical behavior, the Board will observe the following:
- 4011.2.1** Board members are to comply with all California laws and statues affecting the ethical behavior of Board members including, but not limited to compliance with the Brown Act.
- 4011.2.2** Board members are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and District policies govern conduct with others both inside and outside the District. Each situation needs to be examined in accordance with this *Code of Ethics*. No unlawful practice or a practice at odds with these standards can be justified on the basis of customary practice, expediency, or achieving a "higher" purpose.
- 4011.2.3** Board members are expected to exercise responsibility appropriate to their position and delegated authorities. They are responsible to each other, the District and the public both for their actions and their decisions not to act. Each individual is expected to conduct the business of the District in accordance with this *Code of Ethics*, exercising sound judgment and serving the best interests of the District and the public.
- 4011.2.4** Board members are expected to avoid conflicts of interest regarding financial dealings or Board positons on actions before the Board. Board members are expected to prioritize positions and opinions to best serve the public and District's interests and not personal interests of the Board member.
- 4011.2.5** Board members are expected to avoid verbal or written public statements regarding the District or the District's positon on a public matter. The Board President, or his/her designee, is the point of contact for all communication outside of the District.

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- 4011.2.6** Board members are not to discuss personnel or legal issues that have lawfully been conducted in closed session outside of those closed sessions.
- 4011.2.7** Board members are not to hold private meetings with a majority of the Board present, nor are they to use any form of serial communication to get around this prohibition.
- 4011.2.8** The Board prohibits discrimination and harassment and provides equal treatment for the District and public regardless of race, color, national origin, religion, sex, or gender identity.
- 4011.2.9** Board members are encouraged to report all known or suspected improper activities to the appropriate California body addressing such improper activities. If reported, the Board member(s) are protected under the “whistleblower” laws of the State of California.
- 4011.3** Board members are required to receive a minimum of two hours of ethics training, every other year, in accordance with California Government Code Article 2.4 Par 53235 (b), signed into State Law on January 1, 2006. New Board members must comply within six months of their appointment. Board members will provide a certificate of completion as proof of compliance to the District office as required.
- 4011.4** Board members are required to receive two hours of Sexual Harassment Awareness training every other year, in accordance with California Government Code Article 2.4.5, Section 53237, signed into law on September 29, 2016. New Board members must comply within one year of their appointment. All Board members will provide a certificate of completion as proof of compliance to the District office as required.