

HCEMA Ethics and Dismissal Policy

HUNTINGDON COUNTY EMA VOLUNTEER EMPLOYEE CODE OF ETHICS

As a governmental entity engaged in dealing with and serving the public, it is the policy of Huntingdon County Emergency Management Agency that efficiency, integrity, appearance and high moral and ethical standards and practices shall prevail. The following Code of Conduct, Ethics and Practices represents a mode of performance for all staff. Adherence and compliance with its mandates and spirit is expected of each and every staff member. Violations of the Code will result in disciplinary action. It is the responsibility of each and every employee to:

- 1) Perform all assigned tasks in an efficient manner.
- 2) Strive to improve job performance in rendering public service at the highest level of ability.
- 3) Respect the laws of the Commonwealth and ensure that they are administered fairly.
- 4) Transact public business with dignity, courtesy, honesty and integrity.
- 5) Refuse to accept loans, gifts of money or goods, services or other proffered arrangements for personal benefit under any circumstances directly or indirectly as a result of your membership. Accepting food and beverages offered for rehabilitative purposes during or after an emergency incident is acceptable.
- 6) Bring to the attention of appropriate authority those matters pertinent to the Agency and County which represent activities that may be contrary to the objectives of the Agency or County.
- 7) Refrain from divulging confidential information to any unauthorized person, or release any information in advance of the time prescribed for its release.
- 8) Refuse to engage in activity which would reflect unfavorably on or discredit the department or the County.
- 9) Refrain from any act or conduct that may lead to a criminal conviction while a staff member of the Agency. Conviction shall be considered a violation of the Code of Ethics.
- 10) The County takes pride in their employees and expects that pride to be reflected in the appearance they present to the public they are entrusted to serve.

All HCEMA volunteers shall affirm to this Code of Ethics.

Areas subject to immediate potential dismissal are the following:

1. Falsifying information on the initial application, requisitions, or reporting forms.
 2. Discussing or disclosing confidential information to an unauthorized third party.
 3. Reporting to work under the influence of alcoholic beverages rendering the staff member legally under the influence to a criminal degree, and/or illegal drugs.
 4. Use of alcoholic beverages and/or drugs during active duty hours on a deployment.
 5. Commission of physical violence to employees or the public.
 6. Theft.
 7. Carrying an unauthorized, concealed weapon when reporting to duty or active duty hours.
 8. Conviction of a crime, felony or misdemeanor.
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