



# RURAL NORTH VACAVILLE WATER DISTRICT

## **POLICY TITLE: CODE OF CONDUCT**

**NUMBER: 1030**

**ADOPTED: 3-11-14**

**REVISIONS: 11-7-15, 6-8-2021**

**1030.1** The Code of Conduct and Professional Ethics provides guidance to District directors, employees, contractors, and volunteers and articulates the values and ethical practices of the District. It expresses the commitment of honesty and integrity that is expected from each person conducting business with or on behalf of the District. These standards shall apply and be distributed to every director, employee, contractor, and volunteer to exhibit our commitment. In addition to adhering to this policy, licensed employees are expected to adhere to the licensing and/or certification regulations and Codes of Ethics for his/her profession. It is each director's and employee's duty to read, understand and adhere to the Code of Conduct and Professional Ethics.

The following general principles are the foundation of the Code of Conduct and Professional Ethics. They define appropriate conduct based on the District's values and provide a mechanism for establishing a culture that promotes a safe work environment, prevention, detection and resolution of misconduct in the workplace, and direction in carrying out daily activities within appropriate and legal standards.

***To the extent that they apply, all directors, employees, contractors and volunteers shall:***

1. Perform their duties in good faith and to the best of their ability.
2. Conduct themselves honestly, fairly, and with a high degree of integrity in their professional dealings related to their employment or contracted services with the District.
3. Comply with all statutes, regulations, licensing requirements and guidelines applicable to the District.
4. Not engage in any practice intended to unlawfully obtain favorable treatment or business from any entity, client, vendor or any other person or entity in a position to provide such treatment or business.
5. Not obtain any improper personal benefit by virtue of their service, employment or contractual relations with the District.
6. Immediately disclose to the General Manager any financial interest, official position, ownership interest, or any other relationship that they (or a member of their immediate family) have with the District's vendors, contractors, or clients that could pose a potential conflict of interest. The General Manager shall disclose to the Board President.
7. To the best of their ability, treat customers in a manner appropriate to their background, culture, religion and heritage. No person shall be denied service on the basis

of race, gender, religion, creed, color, economic status, sexual orientation, age, source of payment or any other discriminatory characteristics.

- 8.** Maintain a working environment free from all forms of harassment or intimidation, sexual or otherwise, showing respect and consideration for each other. Discriminatory treatment, abuse, violence or intimidation will not be tolerated.
- 9.** Not accept any gift of more than a nominal value or any hospitality or entertainment, which because of its source or value might influence the director's, employee's or contractor's independent judgment in transactions involving the District.
- 10.** Report unsafe conditions to the General Manager in order to protect the work environment and health and safety of others
- 11.** Protect and safeguard assets owned or leased by the District, contractors, and/or vendors. Report missing assets promptly.
- 12.** Practice good faith in transactions occurring during the course of business activities.
- 13.** Protect and respect the privacy and confidentiality of our clients, constituents, and colleagues. Release of personal or protected information will only be made with an appropriate written authorization or as required by law.
- 14.** Not use confidential information for his or her own personal benefit or for the benefit of any other person or entity while serving or employed with the District or under contract with the District. The requirements of confidentiality of information continue upon termination of term of office, employment or contract.
- 15.** Protect and retain records and documents as required by professional standards, governmental regulations and District policies.
- 16.** Take reasonable precaution to ensure that claims are prepared and submitted accurately and timely and are consistent with all applicable laws, regulations, rules and guidelines.
- 17.** Ensure that all reports or other information provided to any internal or external entities including federal, state or local government agencies are accurate, to the best of your knowledge, and submitted in a timely manner
- 18.** Provide that no false, fraudulent or fictitious claims for payment or other reimbursement are knowingly submitted by billing only for services actually rendered and documented.
- 19.** Refrain from any illegal conduct in the workplace.
- 20.** Not destroy or alter any information or documents in anticipation of, or in response to, a request for documents by any applicable governmental agency or from a court of competent jurisdiction.
- 21.** Understand that the District prohibits retaliation against any person making a report that a violation may have occurred. Any director, employee or contractor engaging in any form of retaliation will be subject to censorship or disciplinary action.
- 22.** Promptly report to the General Manager or Board President any and all violations or suspected violations of the Code of Conduct and Professional Ethics, statutes, regulation or guidelines to Federal or State law or violations of the District's own policies and procedures. Recognize that they have an ethical duty to report corrupt, fraudulent or erroneous conduct.
- 23.** The Acknowledgement and Agreement will be signed yearly at the first meeting of the new year by all Directors and the General Manager.

**Rural North Vacaville Water District**

**Code of Conduct and Professional Ethics**

**Acknowledgment and Agreement**

I hereby acknowledge that I have received, read and understand the District's Code of Conduct and Professional Ethics standards. I agree to abide by the Code of Conduct and Professional Ethics as they apply to my responsibilities.

I understand and accept my responsibilities under this agreement. I further understand that any violation of the Code of Conduct and Professional Ethics is a violation of District policy. I further understand that violation of these policies may result in censorship or disciplinary action, up to and including termination of my employment, service contract or board director position.

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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