



# WARREN COUNTY FIRE ACADEMY



## Employee Conduct – Code of Ethics & Confidentiality

### **SUBJECT: Employee Conduct – Code of Ethics & Confidentiality**

|                 |             |              |          |
|-----------------|-------------|--------------|----------|
| ISSUE DATE:     | 02232021    | PART:        | AP       |
| REVISION DATE:  | N/A         | SECTION:     | 3        |
| EFFECTIVE DATE: | IMMEDIATELY | REVISION #:  | N/A      |
| REVIEWED:       |             | NEXT REVIEW: | 01012023 |

#### Section 1: **PURPOSE**

1.1 To outline areas of potential conflict of interest, ethical principles and matters of confidentiality. Every member of this Academy is expected to operate and conduct themselves in a highly professional manner, and is responsible to regulate his/her own conduct in a positive, productive and ethical manner.

#### Section 2: **INTENT**

1.1 Academy employees are expected to conduct themselves ethically, honestly, and with integrity in all dealings. They need to be fair and principled in their official interactions both within and outside the Academy community. They must act with due recognition of their position of trust and loyalty with respect to the Academy and its students, fellow employees and community members. Employees must also recognize their implicit position of power over all students with respect to confidentiality and the disclosure of academic and personal information. When in doubt about the propriety of a proposed course of action, employees must seek counsel from their supervisor, who can assist in determining the right and appropriate course of conduct. The Academy is committed to conducting all aspects of business in the highest ethical and professional manner. Employees play a critical role in supporting these standards

#### Section 3: **STATEMENT OF POLICY**

1.1 If an employee's conduct falls below standard, he/she may be subject to disciplinary action up to and including immediate termination.

#### Section 4: **ETHICS AND CONDUCT**

4.1 Employees are expected to :

4.1.1 Not violate an individual's right to privacy by disclosing through public means (including social media) any personal, academic or medical information without the individual's permission.



# WARREN COUNTY FIRE ACADEMY



## Employee Conduct – Code of Ethics & Confidentiality

- 4.1.2 To understand that the successful operation and reputation of the Academy is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable federal, state or local laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.
- 4.1.3 To understand that the continued success of the Academy is dependent upon our community's trust and we are dedicated to preserving that trust. Employees owe a sense of responsibility to the Academy and shall act in a manner that will merit the continued trust and confidence of the community.
- 4.1.4 To understand that the Academy will comply with all applicable laws and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.
- 4.1.5 To understand that in general, the use of good judgment, based on high ethical principles, will guide you with respect to the lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be openly discussed with your immediate supervisor, the Academy Coordinator and, if necessary, with the Warren County Community College (WCCC) Human Resources (HR) Department for advice and consultation.
- 4.1.6 Not pursue any outside business interest that might create or appear to create a conflict of interest with the Academy, Warren County Community College or the County of Warren, or that might affect the employee's work at any of the above.

### Section 5: **CONFLICTS OF INTEREST**

- 5.1 Employees are encouraged to be active in community affairs. An individual employee shall not knowingly link his or her name with that of the Academy, College or County for any kind of endorsement whatsoever, including private, public, or political endorsements. As employees may act as private individuals, they may not act as agents of the Academy, College or County, in such matters.
- 5.2 The Academy, College and County requires that employees refrain from any action and avoid any situation that might create a conflict between the personal interests of the employee or a third party and interest of the Academy, College or County. Even actions or situations that could create the appearance of such a conflict of interest must be avoided. In their work-related conduct, employees must act at all times in a manner that will best promote the Academy's interest.



# WARREN COUNTY FIRE ACADEMY

## Employee Conduct – Code of Ethics & Confidentiality



### Section 6: **CONFIDENTIALITY**

6.1 During the course of employment, Employees may come to know certain information and confidential items not generally known or designated as public information. The protection of confidential information is vital to the interests of the Academy, College and County. For the purpose of this section, such confidential information includes, but is not limited to, the following examples:

- 6.1.1 Technical information: memos, bids, notes, records, methods, processes, formulae, compositions, manuscripts, computer programs, and research or development projects.
- 6.1.2 Medical Information: patient and patient care information, incident reports, and investigations.
- 6.1.3 Unintended information: overheard phone conversations, fax transmissions, correspondence, reports, personnel records, internal investigations, discussions, meetings, visiting persons or representatives, or computer data.
- 6.1.4 Personal Privacy Information: social security numbers and unlisted telephone numbers.

6.2 All records, documents, computerized information, computer disks or tapes, lists, drawings, reports, manuals, correspondence, keys, codes, passwords and other information or materials relating in any way to the Academy which came into an employee's control or possession during employment remain the sole property of the Academy. The employees shall return to the Academy all copies of such information, in any form or medium whatsoever immediately upon separation of employment or upon the Academy's request, keeping no copies in any form whatsoever.

### Section 7: **REPEALER**

- 7.1 Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.
- 7.2 Should another order, policy or directive of this administration appear to be in conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.
- 7.3 This policy is not in conflict with similar policies set forth by the County of Warren, Warren County Public Safety Department, or the Warren County Community College.