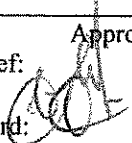


BODEGA BAY FIRE PROTECTION DISTRICT

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| STANDARD OPERATING GUIDELINES | Article: | SOG # 1 |
| | References: | |
| | Subject: Standard of Conduct | |

As a basic standard of employment with the Bodega Bay Fire District, all personnel have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects District resources. To this end, all personnel have the responsibility to:

1. Perform their duties to the very best of their abilities and in a manner that is efficient and meets the needs of the public.
2. Demonstrate integrity, honesty, and ethical behavior in the conduct of all District business.
3. Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business with the District.
4. Ensure that all District resources, including funds, equipment, apparatus, and other property are used in strict compliance with District policies and solely for the benefit of the District and the public at large.
5. Conduct all dealings with the public, city/county/state/federal employees, and other organizations in a manner that presents a courteous, professional, and service oriented image of the District.
6. Treat the public and other employees fairly and equitably, without regard to age, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor that a person might find offensive or distasteful.
7. Report to duty at the appointed time fully equipped, fit, and able to perform assignments.
8. Shall promptly and willingly respond to the lawful orders of shift officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor's order likewise shall be deemed insubordination.
9. Captains shall set an example for other members and are responsible to ensure that their activities and decisions pertaining to the operations of the District are consistent with all policies, professional standards, and in the best interest of maintaining the public's trust.

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| Date: March 30, 2015 | Chief: Board: | Approved:  | Page 1 of 1 |
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