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## Code of Conduct

### Introduction

In an effort to maintain the high standard of conduct expected and deserved by the American public and to enable the organization to continue to offer services required by those in need the CCC MRC operates under the following Code of Conduct applicable to all Members. Violation of the Code of Conduct may result in removal from the mission/event, suspension from duty, dismissal from the Organization, or other adverse action. Each case of misconduct will be handled by the Unit Leader, or designee, and forwarded to the Advisory Board as appropriate.

- 1) A member will not lie, cheat, or steal, nor tolerate those who do. Dishonesty in this organization is detrimental to its mission.
- 2) A member will not commit, including through inaction or omission, any act constituting conduct unbecoming a member.
- 3) Falsification of documents, records and statements is prohibited. His or her actions may be considered grounds for permanent removal from the CCC MRC
- 4) Each Member is responsible for his/her actions and activities during off-hours and is responsible for reporting to the designated mission work assignment, if available, properly attired, with personal gear already stowed, ready and able to function, at the scheduled time and place. After accepting an assignment, failure to report for duty when and where assigned, without notice, is considered misconduct.
- 5) Inappropriate, offensive or profane language, attire or behavior is not allowed.
- 6) Members will strictly adhere to the chain of command. When in a field environment, members are responsible for knowing who their immediate supervisor is at all times, based on their current duty assignment, and shall follow the direction of that supervisor. Criticisms, complaints, and concerns are to be channeled up the chain of command, or submitted to the Unit Leader in writing following the mission. If a concern involves a member's supervisor, then the member may bring the concern to the supervisor's supervisor.
- 7) Insubordination will not be tolerated.
- 8) Consumption of alcoholic beverages while on duty or when there is a reasonable expectation of returning to duty within 8 hours is prohibited. Driving or operating

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any vehicle, machinery or equipment while under the influence of alcohol is prohibited and shall be regulated by local laws. Good judgment in alcoholic consumption must be observed when involved in any off-duty, Unit-related activity.

- 9) No Member will report to duty while under the influence of any drug or alcohol whether legally or illegally obtained. The possessing, dispensing and/or being under the influence of or impaired by alcohol or any substance while on duty is strictly prohibited as is the use of any illegal drug or abuse of any prescription medication at any time. Violation is considered gross misconduct and grounds for immediate relief of duty, removal from the work site, and permanent removal from the Unit and the CCC MRC, and other actions as applicable.
- 10) Harassment based on race, color, religion, age, gender, sexual orientation, national origin, marital status, disability, veteran status or any other basis; any harassment, whether verbal or physical is prohibited.
- 11) Seeking to obtain financial, sexual or political benefit from another Member, employee or individual by the use of force, fear or intimidation and sexual harassment as defined by statutes, regulations and case law, of employees and volunteers by other employees or volunteers is prohibited.
- 12) Violent or threatening conduct at the worksite of any kind by any CCC MRC Member, employee or others, including but not limited to clients, visitors and persons on business, whether directed against a Member, employee, a coworker, a manager or other persons, is prohibited. This includes, but is not limited to: Striking, punching, shoving, grabbing, slapping and assaulting others; Fighting or challenging others to fight; Engaging in dangerous or threatening horseplay or hazing; Marking verbal, written or implied threats of violence; Stalking (which includes, but it not limited to, repeated following, calling or harassing of another); Bringing a gun, knife or any weapon of any kind into the work site (including an outdoor work site) or a work vehicle, even if the employee or other person has a permit to carry a concealed weapon (this does not apply to employees' knives used as tools in the course of County-sanctioned business) is strictly prohibited.
- 13) Hazing, pinning, initiation, public or private intimidation or humiliation, ceremonies or ritual events directed against any member is strictly prohibited.

- 14) Unless otherwise directed by the Unit Leader, team uniforms shall be worn at all times during a mission except while bathing, laundering, or sleeping. Team uniforms (shirts and hats) shall not be worn into bars, taverns, or other adult establishments (e.g., exotic dance clubs), or environments that would reflect poorly on the Unit or the County. Team shirts may otherwise be worn in public.
- 15) Smoking shall be done in a safe location authorized by the Unit Leader or designee, away from all non-smokers and flammable materials. Members who smoke are not given additional breaks or other privileges not available to all members. Smoking is not permitted in any vehicle or facility owned, operated, or occupied by the Unit. Members who smoke must not expose others to second-hand smoke, nor expose others to smoke odors emanating from clothing or tobacco products.
- 16) During activation periods, members should utilize the Buddy System and should not leave the designated area unless accompanied by at least one other member, unless explicitly approved by the member's supervisor. Members shall inform their supervisor of their destination and approximate time of return, shall return promptly upon completion of the designated task, and if possible shall seek direction from their supervisor if the member cannot return by the designated time.
- 17) Unprofessional conduct, such as disregard for patient confidentiality, discourteous treatment of the public, disrespect regarding the injured, dead, their personal effects, or families, shall be considered gross misconduct and grounds for permanent removal from the CCC MRC and may lead to further action.
- 18) Members shall not perform their duties in an incompetent, inefficient, negligent and/or unsafe manner. To do so would risk jeopardizing the resources and safety of the organization, fellow Members, and the public.
- 19) Acceptance of any bribe of money, goods, or services in exchange for information or services is prohibited.
- 20) Federal, State and Local government laws and ordinances will be respected. Members are also subject to prosecution for violations of local laws.
- 21) Members will comply with all applicable guidelines, laws, regulations, statutes and policies governing their profession/discipline and/or assigned roles.
- 22) Communication with County Officials should be limited to problems or issues that cannot be resolved by the Unit. Direct member communication with the

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County is discouraged, except for specified command staff communication with their contacts at the County. If possible, the member should politely refer inquiries to the Unit Administrative Officer or Unit Leader. If not possible, then the member should engage in the communication and inform the Unit Administrative Officer or Unit Leader as soon as possible thereafter. Members should contact the Administrative Officer or Unit Leader with questions or concerns.

- 23) Any material developed by a Member for publication or other dissemination outside of the Unit, or any personal news release regarding an official deployment or the activities of the Unit, must be approved by the Unit Leader.
- 24) Discussion with any media source during activation is prohibited unless authorized by the Unit Leader.
- 25) Any Member who willfully takes photographs, audio, or videotapes at a disaster site without authorization, or in unauthorized areas or of inappropriate subjects, may be removed from the disaster site and his or her actions may be considered grounds for permanent removal from the Unit.
- 26) Entering into unauthorized contracts for goods or services in the name of the CCC MRC, Contra Costa County, or U.S. Government is strictly prohibited. This includes verbal and written contracts, covering any transferal of goods or services, regardless of cost.
- 27) Gambling or any gaming for personal gain, monetary or otherwise, is not allowed while activated. Gambling or any gaming of any form on the outcome of a disaster or patient is prohibited, regardless of whether or not the member is activated.
- 28) The CCC MRC is a team. As such, all members are expected to participate with paperwork, inventory management, housekeeping, site preparation, facility and equipment maintenance, and other duties as needed.
- 29) Members shall not solicit patches, t-shirts or other memorabilia or items from others while on a deployment. Trading with others in a professional, low-key manner is permitted, providing it is not done at a medical services site or while performing medical services duties.
- 30) Members shall not re-organize, move, remove, assemble or package items in a medical cache, or cause others to do so, without explicit instruction to do so from the Unit Leader or an authorized Logistics staff member.

- 31) When a Member observes or receives credible information concerning a possible violation of any element of this Code of Conduct, the member must take an appropriate action, including but not limited to, reporting to a Unit officer, or discussing the matter with the alleged offending member in a professional manner.
- 32) No Member shall authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the Medical Reserve Corps.
- 33) No Member shall accept or seek on behalf of himself/herself, or any other person, any financial advantage or gain which may be offered as a result of the Member's affiliation with the Medical Reserve Corps.
- 34) No Member shall publicly utilize any Medical Reserve Corps affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official positions of Citizen Corps.
- 35) No Member shall disclose any confidential CCC MRC information that is available solely as a result of the Member's affiliation with the CCC MRC to any person not authorized to receive such information, or use to the disadvantage of the Medical Reserve Corps any such confidential information, without the express authorization of the CCC MRC.
- 36) No Member shall knowingly take any action or make any statement intended to influence the conduct of the CCC MRC in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation
- 37) Members shall not use, lend or permit another to use public money (any money or negotiable instrument which belongs to the U.S., the state of California or any political subdivision thereof) in a manner not authorized by law, by a custodian or other person having control of public money by virtue of such person's official position is prohibited.
- 38) Members have a duty to protect and conserve Government property (Federal, State and County) and shall not use such property, or allow its use, for other than authorized purposes. Such Government property includes any form of real or personal property in which the Government has an ownership, leasehold, or other property interest as well as any right or other intangible interest that is purchased with Government funds, including the services of contractor

personnel. The term includes office supplies, telephone and other telecommunications equipment and services, the Government mails, automated data processing capabilities, printing and reproduction facilities, Government records, and Government vehicles.

- 39) In the event that the Member's obligation to operate in the best interests of the MRC conflicts with the interests of any organization in which the individual has a financial interest or an affiliation, the individual shall disclose such conflict to the MRC Program Coordinator. Upon becoming aware of such obligation the Member shall absent himself or herself from the room during deliberations on the matter and shall refrain from participating in any decisions or voting in connection with the matter.
- 40) Members shall not engage in prohibited political activity while on duty. The list of prohibited activities includes, but is not limited to: displaying any sign, slogan, pin or other items of a partisan political nature, use or permit others to use Government resources to promote a partisan position in an election or campaign, engage in political campaign activities while on duty or at the scene of a disaster etc. Members in their official capacity are to remain neutral while discharging their duties.
- 41) Members shall not operate, act or engage in any improper conduct or performance in any manner that is contrary to the best interests of the Medical Reserve Corps and Contra Costa County.