EMPLOYEE CODE OF CONDUCT

The CAL FIRE name, uniform, and patch are symbols of public trust. As a Department, we place the utmost importance on our mission. You are a critical part of our mission and the success of our organization. As a CAL FIRE employee, it is your duty to serve and safeguard the people and protect the property and resources of California, regardless of your position within the Department.

Though each of our jobs may be different, above all else, we are public servants, and we represent the Department. Therefore, our behavior and decisions must always be in the interest of maintaining the public's trust. To build and maintain that trust, we must uphold the highest standards of ethical conduct.

The purpose of the CAL FIRE Employee Code of Conduct is to clearly state the Department's expectations of all employees and to foster a culture of ethical conduct expected of those in public service.

To achieve this endeavor, you are expected to read, understand, and follow the Employee Code of Conduct as outlined below:

1. *Accept responsibility for my actions and for the consequences of my actions.*
2. *Exercise common courtesy and consideration of others.*
3. *Promptly obey lawful orders of supervisors.*
4. *Behave in a manner that reflects positively on myself, the Department, the fire service, and the public we serve.*
5. *Support the concept of fairness and the value of diverse perspectives.*
6. *Exercise safety, professionalism, competence, respect, and honesty in the performance of my duties.*
7. *Comply with all Department policies.*
8. *Safeguard any use of confidential information, gained by virtue of my position, for the purposes of performing the duties I am assigned.*
9. *Never possess firearms or any deadly weapon on State property unless I am authorized to do so by the Director of CAL FIRE.*
10. *Never use or possess alcohol or any dangerous/restricted substance that is in violation of an applicable Memorandum of Understanding (MOU) or departmental policies.*
11. *Maintain public confidence in the Department by presenting a professional appearance.*
12. *Use resources, such as safety equipment, facilities, vehicles, etc., for official State purposes, and always be mindful of safety when utilizing these resources.*

13. *Ensure that interpersonal relationships during work and standby time conform to accepted standards of professional conduct.*
14. *Adhere to the Department's Equal Employment Opportunity (EEO) policies, which are in place to protect individuals from discrimination, harassment, and retaliation. Promptly and appropriately report any observed violations.*

You are required to sign and date the form upon initial hire and as additionally required by the Department. The original copy will be kept in your Official Personnel File.

I have read, understand, and will follow the Employee Code of Conduct.

PRINT NAME	EMPLOYEE SIGNATURE	DATE

Distribution = Original - Official Personnel File; Copy – Supervisor; Copy – Employee