

UNIFIED FIRE SERVICE AREA POLICIES AND PROCEDURES

Chapter 3 – Ethics

- I. This Code of Ethics provides a framework so all Board members, employees (if any), and all others engaged independently to provide services to the UFSA (such as the District Administrator, legal counsel, and UFA staff providing services pursuant to the Interlocal Agreement between UFSA and UFA) can be seen to act solely in the public interest and within the law, and thus uphold the public confidence in local government. Board members and employees (if any), and other individuals working on behalf of the UFSA pledge to uphold the UFSA's Code of Ethics as follows:
 - A. Maintain the highest standards of integrity, truthfulness, honesty, and fortitude by avoiding conflicts of interest and never seeking to use improper influence; acting in a way that enhances public trust and confidence; not using one's official position or resources of the UFSA for personal gain; and ensuring that one's conduct does not bring the integrity of the person's position or of the UFSA into disrepute.
 - B. Observe appropriate behavior while at work for the UFSA and by treating one's colleagues with courtesy and respect; dealing with the public courteously, fairly, and promptly; and promoting equality and avoiding bias in one's dealings with the public.
 - C. Avoid "excess" in the use, expenditure, purchase, or assignment of UFSA assets, including avoiding inappropriate incentive payments; giving excessive assets to individuals working on behalf of the UFSA, considering their job duties; and abusing procurement laws and policies.
 - D. Follow and comply at all times with the requirements of the Utah Public Officers' and Employees' Ethics Act, (Utah Code Ann. §§ 67-16-1 *et seq.*), and with any other laws applicable to the UFSA and its Board members or employees (if any). These laws include, but are not limited to, record retention laws found in the Government Records Access and Management Act (Utah Code Ann. §§ 63G-2-101, *et seq.*), the Utah Procurement Code (Utah Code Ann. §§ 63G-6a-101, *et seq.*) (as well as the UFSA's own purchasing policy), and laws prohibiting nepotism (Utah Code Ann. §§ 52-3-1, *et seq.*).
- II. If a Board member, a member of the public, employee (if any), or other individual engaged by the UFSA becomes aware of activities that he or she believes to be illegal, improper, unethical, or otherwise inconsistent with this Code of Ethics, the person should report the matter. The UFSA has an open-door policy and suggests that Board Members, employees (if any), or any other individuals engaged by the UFSA share their questions, concerns, or complaints with their supervisor, the District Administrator, Board Chair, or other appropriate individual. Additionally, comments may be reported

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anonymously by mailing an anonymous written comment to the District Administrator, the Board Chair, or other appropriate individual. Comments may also be made directly to any member of the District's Board of Trustees by email at the e-mail address provided for such Board member on the UFSA's website, or by any other means possible. Lastly, comments may be made using the Utah State Auditor Hotline Program, detailed at www.auditor.utah.gov/hotline.

- III. It is contrary to the values of the District for anyone to retaliate against any Board member or employee who in good faith reports an ethics violation or violation of law. An employee who retaliates against someone who has reported a violation in good faith is subject to corrective action up to and including termination of employment. Any breach of this Code of Ethics by any employee (if any) may render that employee liable to corrective action.

4817-0017-9100, v. 1

UNIFIED FIRE SERVICE AREA

RESOLUTION 07-2019B

**ADOPTING
UFSA ETHICS POLICY**

WHEREAS, the Unified Fire Service Area (the "Service Area") has begun a process of reviewing and revising all of its policies and procedures; and

WHEREAS, the Service Area desires to adopt the Ethics Policy attached hereto as Exhibit "A".

NOW, THEREFORE, be it resolved by the Board of Trustees of the Unified Fire Service Area as follows:

1. That the District adopt the Ethics Policy attached as Exhibit "A."
2. That any prior Policies relating to the same subject or other enactment of the District in conflict with the above paragraph be and hereby is repealed.
3. That this Resolution shall take effect immediately upon its passage, with the new Ethics Policy stated in paragraph 1 to be effective immediately.

Passed and approved by the Board of Trustees of the Unified Fire Service Area this 16th day of July, 2019.

UNIFIED FIRE SERVICE AREA



Jeff Silvestrini, Chair

ATTEST:


Cynthia Young, Clerk