



## ***Sooke Fire Rescue Department Standards of Conduct, 2014***

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### **Purpose:**

To establish the standards of conduct expected of a Member of the Sooke Fire Rescue Department ("Fire Department") in relation to the performance of their duties.

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### **1.00 Standards of Conduct**

- 1.01 It is the duty of all Sooke Fire Rescue Department career, paid or volunteer personnel ("Member"), to abide by and observe the provisions of District of Sooke bylaws and policies (as amended or replaced from time to time).
- 1.02 Members are required to follow the directions and orders of their supervisors.
- 1.03 Members must follow all applicable rules, laws, regulations and policies.
- 1.04 Members must conduct themselves in an honest, professional and appropriate manner.
- 1.05 Members must exhibit a high degree of integrity and accountability.
- 1.06 Members must not act in a manner that is likely to bring discredit or disrepute to the Fire Department or a fellow Member.
- 1.07 Members must treat their fellow members and all District employees in a fair and respectful manner and must not engage in any conduct that constitutes harassment or bullying in any form as defined in District of Sooke Policy No. 7.13, *Anti-Harassment Policy, 2011*, BC *Human Rights Code* or the *Workers Compensation Act*.
- 1.08 Members must not use their rank or position within the Sooke Fire Rescue Department for any personal gain or advantage.

- 1.09 Members must not use Sooke Fire Rescue Department property, facilities or equipment except in accordance with District of Sooke policies.
- 1.10 Members must not use or disclose any confidential or personal information that is acquired by a Member in the performance of their duties or by virtue of being a Member.
- 1.11 Members must be physically and mentally fit for work and cannot attend at work impaired by medication, drugs, alcohol or any other reason.
- 1.12 Members must not remove property belonging to the District, Members, or the public at the scene of an incident without knowledge or consent of the Member's supervisor or the owner of said property.
- 1.13 For those Members who are members of the International Association of Firefighters ("IAFF"), where there is a conflict between the IAFF 4841 Collective Agreement and this policy, the Collective Agreement will apply.

## **2.00 Discipline**

- 1.14 Failure by a Member to abide by this policy may result in disciplinary action, up to and including dismissal.
- 1.15 The Officer in Charge or supervisor will report, in writing, a Member's violations to the Fire Chief. A copy of the violation report will be provided to the Member.
- 1.16 The Fire Chief may take the appropriate disciplinary action for the misconduct which can include, but is not limited to:
  - 1) Oral reprimand;
  - 2) Written reprimand;
  - 3) Written notice;
  - 4) Suspension without pay; and
  - 5) Dismissal