

SUBCONTRACTOR DEPLOYMENT CODE OF CONDUCT & ACKNOWLEDGMENT

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| Response Support Function (ESF) | #5 - Personnel Relations | Effective Date | 23 APR 2024 |
| Relevant Audience | All Deployed Subcontractor Personnel | Next Review Date | APR 2025 |

PURPOSE

To define and provide individual acknowledgement of the behavioral and professional conduct standards expected of partners and service providers while engaged in operations with or on behalf of National Emergency Management and Response (National EMR) and/or its affiliates.

BACKGROUND

National EMR and our affiliates pride ourselves on the reputation of trust and professionalism that has been earned over our years of serving the community and those in need. The guidelines below outline the required standards that all National EMR personnel must adhere to, including our contract partners and service providers.

The guidance below is not to be considered all-inclusive and has been developed to set the tone and provide general guidelines for the behavior and appearance of all individuals employed with National EMR, either contracted or otherwise.

CODE OF CONDUCT

Integrity

- I will not engage in or condone any form of harassment, discrimination, or retaliation against colleagues, contracting/partner agencies, or the people we serve.
- I will act in a trustworthy, responsible, and supportive manner in all my dealings with and for the people we serve.
- I will report any illegal or unsafe practices and any known or suspected violations of the code of conduct.
- I will immediately report any known or suspected abuse, neglect, exploitation, or any other inappropriate action of or towards any individual.
- If I know that a colleague has violated ethical standards, I will report the activity to my supervisor and up the chain of command as necessary.
- I will respect the rights and views of my colleagues and treat them with professionalism regardless of their position or background.
- If I have the responsibility for employing or evaluating the performance of another staff member, I will do so in a responsible, fair, considerate, and equitable manner.

Professional Boundaries

- I will make every effort to avoid relationships that could impair my professional judgment or present the appearance of impropriety.
- I will not use my professional relationships to further my own interests.
- I will not let my personal interests or relationships influence the business decisions I make.
- I will not engage in any dating, romantic, or sexual relationships with any co-workers, contractors, and/or clients while on response.
- I will limit any physical touching of co-workers, contractors, and/or clients with the exception of standard greetings (e.g., handshake or fist bump), unless providing medical care or life saving techniques.
- I will not make inappropriate comments about an individual's appearance, including excessive flattery.
- I will not engage in disrespectful or discriminatory treatment toward individuals based on their perceived or actual sexual orientation.
- I will not engage in inappropriate conversations of inquiries of a sexual nature to include questions about sexuality, sexual activity, or sexual relationships with others.
- I will not use obscene language, make obscene gestures, or make jokes or use innuendo of a sexual nature.
- I will not have visitors, family members, coworkers, or any other individuals in my assigned hotel room / lodging location.

Prohibited Activities

- I will not gamble or attend gambling establishments during off-shift hours and in theatre Rest & Recuperation (R&R).
- I will not possess, consume, and/or distribute illicit substances while on response, including off-shift hours and in theatre R&R.
- I will not possess, consume, and/or distribute alcohol while on response, including off-shift hours and in theatre R&R.

Confidentiality

- I will handle all sensitive information with care and always maintain confidentiality.
- I will respect the privacy of my colleagues and the people we serve, handle their information with care, and maintain confidentiality when storing or disposing of client records.
- I will maintain confidentiality regarding any information obtained while working with National EMR even after my employment or deployment with National EMR ceases.
- I will not divulge any mission-specific information including location(s) and travel details.

Social Media & Technology

- I will not post or repost pictures, videos, tags, and/or comments that contain personal and/or confidential information pertaining to co-workers, clients, and/or contractors.
- I will not post or repost pictures, videos, tags, and/or comments that contain National EMR brands, logos, uniforms, badges, and/or trademarks.
- I will not display National EMR brands, logos, uniforms, badges, and/or trademarks on social media posts or comments or make any official representations on behalf of National EMR.
- I will not use National EMR email accounts to register on social networks, blogs, or any other online tools for personal use.
- I will not use National EMR equipment or networks to write, publish, or re-post social media or other unofficial content.

Speaking to the Media

- I will not speak to the media as an official or unofficial spokesperson of National EMR.
- I will not speak to the media concerning any matters, official or otherwise, pertaining to National EMR or their affiliates.
- If I receive an inquiry from the media concerning matters pertaining to National EMR, I will response as such: "I have no authority to respond to your request. Please refer your question to the National EMR Executive Director".

Appearance and Grooming

- I will consistently and properly display appropriate issued identification badges to enhance security and safety.
- I will maintain a neat, well-groomed appearance to promote professionalism and instill confidence in clients and the public at large.
- I will not wear clothing with discernable rips, holes, or tears.
- I will not wear clothing displaying or suggesting lewd or offensive language, depictions, or pictures.
- I will not display tattoos, intentional scarring, or other body modifications that depict or imply offensive language or graphics.

Tobacco Use

- I will not use tobacco products on or in National EMR owned, leased, rented, or controlled property, facilities, vehicles, or equipment.

Gifts & Gratuities

- I will not accept gifts, gratuities, free trips, property, or other items that exceed \$50 in value from any individual or entity as an inducement, or perception of inducement, to purchase services or favors.
- I will not engage in the exchange of gifts, money, or gratuities with a client or client’s family.

I, the undersigned, have reviewed, understood, and acknowledge the contents of this document and agree to abide by all contained herein. I understand that violation of any of the above may be grounds for termination of employment.

Full Printed Name: _____ **DOB:** _____
Format: MM-DD-YYYY

Signature: _____ **Date:** _____
Format: MM-DD-YYYY