

Douro-Dummer Fire Services Policy

Policy: 3.04

Date: April 2026

Revised Date:

Page: 1 of 3

Section: Human Resources

Subject: Code of Conduct

Purpose: To foster a congenial workplace with positive morale, and to support a professional image to the public.

Scope: This applies to all members of Douro-Dummer Fire Services.

Policy:

All DDFS personnel shall conduct themselves in accordance with the Code of Conduct statements (below), while they are representing DDFS directly and in any situation where they know, or ought to know, that their conduct will reflect upon the department:

I understand that I have the responsibility to conduct myself in a manner that reflects ethical behavior and integrity; in so doing, I will foster a continuing positive public perception of the fire service and create an environment of support and professionalism within the department.

1. As a member of Douro-Dummer Fire Services (DDFS), I will abide by the following points that make up the Code of Conduct:
 - a) I understand that the fire service is a paramilitary organization, and the Chain of Command applies at all times.
 - b) I understand that I will be required to maintain the ability to fulfill my job description by satisfactorily completing and maintaining the required training, attendance, and response to incidents.
 - c) I will avoid behaviors that damage, or could damage the reputation of DDFS, including the morale and efficient operations of the Department.
 - d) I will avoid situations that would adversely affect the credibility or public perception of the fire service profession.
 - e) I accept responsibility for my actions, and for the consequences of my actions.
 - f) I will always be truthful and honest and report any instances of dishonest behaviors or comments that may compromise the integrity of the fire service.
 - g) I will conduct my personal affairs in a manner that does not bring discredit to my organization.

Douro-Dummer Fire Services Policy

Policy: 3.04

Date: April 2026

Revised Date:

Page: 2 of 3

- h) I will refrain from direct involvement in local government political campaign, including running for election.
 - a. If I wish to run as a member of Douro-Dummer Council, I will be put on leave from DDFS, and be considered Off, not accumulating years of service as a firefighter. This will occur during the campaign timeline. If I am successful in the political campaign, then I will no longer be a member of DDFS. If I am unsuccessful, then I will be taken off leave from DDFS.
 - b. I may participate in provincial or federal campaigns as long as this involvement does not affect objectivity or create a conflict with DDFS.
- i) I will be respectful and conscious of each member's safety and welfare and ensure my actions do not jeopardize any other member of the department.
- j) I recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment; I will conduct myself in a way that protects these resources from misuse and/or theft.
- k) I will exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- l) I will not misuse my position within DDFS to seek or obtain influence for personal gain, preference, advantage, or advancement; nor will I propose or accept personal rewards, special privileges, benefits, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- m) I will not participate in any fire department activities while under the influence of alcohol, drugs, or other altering substances; or in any condition where I may be impaired (such as excessive fatigue). Zero tolerance of such when operating a fire apparatus as per the HTA.
- n) I will not discriminate based on race, religion, colour, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or person with a disability.
- o) I will be courteous, considerate and civil to all persons during the performance of my duties.
- p) I will exercise the utmost patience and discretion even under the most trying of circumstances.
- q) I will not harass, intimidate or threaten fellow members of the service or the public, and I will stop or report the actions of other firefighters who engage in such behaviors.
- r) I will act as a team member and respect my fellow fire fighters.

Douro-Dummer Fire Services Policy

Policy: 3.04

Date: April 2026

Revised Date:

Page: 3 of 3

- s) I will responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.
 - t) I will not share any information or images in any capacity, including on social media platforms, that may compromise confidentiality (see 2.)
2. Confidentiality is of utmost importance, as a member of DDFS I agree to the following requirements:
- a) Any information, recorded or not, received or acquired in connection with my duties is considered confidential.
 - b) I will not make public statements to the media, explicitly or implicitly, on behalf of DDFS, unless authorized to do so by the Fire Chief.
 - c) I will not make any social media posts regarding DDFS activities on any platform at any time, unless approved by the Fire Chief.
3. Acknowledgement and Agreement

I acknowledge and understand DDFS's Code of Conduct. Furthermore, agreeing to adhere to this Policy and ensuring to follow these guiding principles. I understand that if I violate the principles outlined in the Policy, I may face disciplinary action, up to and including termination.

I also understand that all other approved DDFS policies will be followed, and disciplinary actions as per our disciplinary policy will be upheld. Best Practices that are not being upheld will first result in more training being required, then may follow disciplinary policy.