

MILL BAY WATERWORKS IMPROVEMENT DISTRICT

Code of Conduct Policy

1. Purpose

The purpose of this policy is to establish a Code of Conduct for all Trustees, employees, contractors, and volunteers of the Mill Bay Waterworks Improvement District. This policy outlines the standards of behavior expected to promote a respectful, ethical, and professional work environment.

2. Scope

This policy applies to all Trustees, employees, contractors, and volunteers of Mill Bay Waterworks District. It covers all aspects of conduct, including interactions with colleagues, customers, and the public, as well as adherence to district policies and applicable laws.

3. Principles

- **Integrity:** Demonstrate honesty, fairness, and transparency in all actions.
- **Respect:** Treat others with dignity and respect, fostering a positive work environment.
- **Accountability:** Take responsibility for actions and decisions and uphold the district's values and reputation.
- **Compliance:** Adhere to all district policies, procedures, and applicable laws and regulations.
- **Professionalism:** Maintain a high standard of conduct in all professional interactions and duties.

4. General Conduct

Honesty and Integrity:

- Be truthful and transparent in all dealings.
- Avoid conflicts of interest and disclose any potential conflicts to management.

Respect and Dignity:

- Treat all individuals with respect, regardless of their position, background, or personal characteristics.
- Promote a workplace free of discrimination, harassment, and bullying.

Confidentiality:

- Protect the confidentiality of sensitive and proprietary information.
- Do not disclose confidential information without proper authorization.

Compliance with Laws and Policies:

- Follow all applicable laws, regulations, and district policies.
- Report any known or suspected violations of laws, regulations, or policies to the appropriate authorities.

5. Workplace Behavior**Professionalism:**

- Maintain a professional demeanor in all interactions, whether in person, online, or via other communication channels.
- Dress appropriately for the workplace and specific job duties.

Teamwork and Collaboration:

- Foster a collaborative and supportive work environment.
- Work cooperatively with colleagues and respect diverse perspectives and ideas.

Communication:

- Communicate clearly, respectfully, and promptly.
- Use appropriate language and tone in all communications, including emails and social media.

Attendance and Punctuality:

- Adhere to work schedules and attend meetings on time.
- Notify co-workers in advance of any absences or late arrivals.

6. Use of District Resources**Responsible Use:**

- Use district resources, including equipment, supplies, and facilities, responsibly and for their intended purposes.
- Avoid waste and strive for efficient use of resources.

Technology Use:

- Follow district policies for the use of technology, including internet and email systems.
- Do not use district technology for illegal or inappropriate activities.

Property:

- Take care of district property and report any damage or loss immediately.

- Do not use district property for personal gain or unauthorized purposes.

7. Conflict of Interest

Disclosure:

- Disclose any personal, financial, or other interests that may conflict with the interests of the district.
- Avoid situations where personal interests could improperly influence professional decisions.

Outside Employment:

- Obtain approval from management before engaging in any outside employment or business activities that may conflict with district duties.

8. Health and Safety

Workplace Safety:

- Follow all health and safety policies and procedures.
- Report any unsafe conditions or practices to management immediately.

Substance Abuse:

- Adhere to the district's substance abuse policy.
- Do not work under the influence of alcohol, illegal drugs, or impairing prescription medications.

Emergency Procedures:

- Be familiar with and follow the district's emergency procedures.
- Participate in safety drills and training as required.

9. Reporting and Accountability

Reporting Violations:

- Report any violations of this Code of Conduct, district policies, or applicable laws to a supervisor or designated authority.
- Use established reporting channels for confidential or anonymous reporting if necessary.

Investigation and Disciplinary Action:

- The district will investigate all reported violations promptly and fairly.

- Disciplinary action for violations may include warnings, suspension, termination of employment, or legal action, depending on the severity of the violation.

10. Policy Review and Updates

Regular Review:

- This policy will be reviewed annually to ensure its effectiveness and alignment with current practices, regulations, and the needs of the district.
- Updates to the policy will be communicated to all employees, contractors, and volunteers.

Employee Feedback:

- Employees are encouraged to provide feedback on the Code of Conduct and its implementation.
- Feedback will be used to make necessary adjustments and improvements.

By adhering to this Code of Conduct, all Trustees, employees, contractors, and volunteers of the Mill Bay Waterworks District contribute to a positive, respectful, and ethical work environment, ensuring the highest standards of professional conduct and integrity.