



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
<b>Subject:</b>	Code of Ethics
<b>Reference Number:</b>	ADM 01-003
<b>Effective Date:</b>	21-Jul-04
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval</b>	Curtis Sheets, Chief

**Purpose:**

To establish broad behavioral guidelines within which all employees are expected to conduct themselves while working.

**Policy:**

Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.

Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the Citizens of Wintergreen, Nelson and Augusta Counties.

Employees will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, or national origin as defined in the Wintergreen Property Owners Association Employee Handbook.

Employees will at all times, be fair, courteous, respectful, and impartial.

Employees will refrain from using their position for personal gain and will keep confidential all information not available to all citizens. The same shall apply to interdepartmental information not available to all employees of the department.

Employees will not drink any alcoholic beverage or take any drug that might incapacitate an individual while on duty in accordance with the Wintergreen Property Owners Association Employee Handbook.

Employees will, when in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the department.