



# NATIONAL FALLEN FIREFIGHTERS FOUNDATION

## **NFFF Code of Conduct for Staff, Contractors, and Volunteers**

*September 2023*

The National Fallen Firefighters Foundation (the “Foundation”) strives to create a welcoming and inclusive environment for all individuals involved. The NFFF Code of Conduct is designed to help you understand the Federal and State laws and the Foundation’s expectations on appropriate and professional conduct. It provides information on the resources that are available to help you know where to go if you have compliance-related questions, or concerns or need to report a potential compliance issue. Maintaining a positive and respectful atmosphere is essential to achieving our mission. To ensure this, we expect all staff, contractors, and volunteers to adhere to the following NFFF Code of Conduct:

### **1. Professionalism and Representation of the Foundation:**

- a. When attending events or representing the Foundation, it is essential to maintain a professional demeanor.
- b. Avoid overindulgence in alcohol or any substance that may impair judgment when attending events or representing the Foundation, as it may negatively impact your ability to represent the Foundation effectively.
- c. At Foundation events, abstain from:
  - i. Any commentary or visual actions that might reflect poorly on the Foundation or its mission, including if seen or heard out of context (see Respectful and Professional Communication, below).
  - ii. Openly consuming alcohol while wearing logo-ed shirts or other NFFF-related attire, as this might misrepresent the Foundation in social media/online and in photographs (i.e., do not be photographed or videotaped holding alcohol when representing the Foundation).
  - iii. Attending while under the influence of alcohol, illegal drugs, or recreational cannabis (even if use is permitted to address a medical condition) as defined by Federal and State laws.

### **2. Respectful and Professional Communication:**

- a. Use respectful, considerate, and professional language at all times in person, on phone calls, on virtual teleconferences, or when speaking on behalf of the Foundation.
- b. Avoid using curse words, crass words, or engaging in any harassing, racial, sexual, or otherwise vulgar comments.

### **3. Zero Tolerance for Inappropriate Behavior and Communication:**

- a. Treat all individuals with respect and fairness, regardless of their race, color, religion, gender, age, national origin, disability, political standing, or any other protected

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#### **EMMITSBURG**

16825 South Seton Avenue | PO Drawer 498 | Emmitsburg, MD 21727  
**301-447-1365** ★ **301-447-1645** (FAX)

#### **CROFTON**

2130 Priest Bridge Drive | Suite 6 | Crofton, MD 21114  
**410-721-6212** ★ **410-721-6213** (FAX)

characteristic. Any form of harassment, discrimination, bullying, vulgar commentary, or unprofessional communication, as listed above, will not be tolerated.

- b. Any behavior that violates this Code of Conduct is considered unacceptable and is subject to disciplinary action, which may include immediate termination of any current and future involvement with the National Fallen Firefighters Foundation.
- c. If you witness or experience any behavior that goes against this Code of Conduct or makes you feel uncomfortable—regardless of the identity/role of the offending person(s) and whether the behavior occurs one-on-one or in a group setting—it is your responsibility to report it to your supervisor, Human Resources Manager, or Chief Executive Officer as soon as possible.

#### **4. Social Media and Online Conduct:**

- a. Exercise caution and professionalism when using social media or engaging in online activities that may reflect poorly on the Foundation.
- b. Refrain from sharing confidential or sensitive information about the Foundation, its employees, contractors, or board members on social media, via email, in discussions, or in meeting settings without proper authorization.

#### **5. Requirements when around minor children:**

- a. Abstain from the use of any alcohol.
- b. Abstain from the use of profanity or vulgarity.
- c. Use discretion when engaging in any physical contact (such as a hug) with children.
- d. Avoid being alone with a child or children; at least two adults must always be present.

#### **6. Personal Relationships with Fire Hero Family:**

When NFFF staff, contractors, and volunteers form personal relationships with members of the Fire Hero Family community, it may give the impression of favoritism and cause hard feelings among members of the community we are charged to serve. This is in direct conflict with our goal of serving all members of the community equally.

When working with people experiencing increased vulnerability after losing a loved one, it is natural for strong emotions to emerge, both for the person providing and receiving those services. The responsibility for appropriate conduct rests entirely with the person providing services—the NFFF. Therefore, staff, contractors, and volunteers should not engage in relationships with Fire Hero Family Members that the Human Resources Manager, the Managing Director, and the Chief Executive Officer would view as favoritism or an inappropriate professional relationship.

If you experience a conflict with this or are in doubt of the appropriateness of the relationship, in the interest of protecting both parties, please notify the Human Resources Manager, the Managing Director, or the Chief Executive Officer. Examples of inappropriate professional relationships include going on shared vacations with Fire Hero Family members, having drinks with Fire Hero Family members in their rooms at NFFF events, dating, and cohabitating together.

It is understood that some personal relationships have already been established before the Code of Conduct. However, it is important to avoid the appearance of any perceived

favoritism that may be interpreted considering these pre-existing relationships. It is unnecessary to notify the Managing Director or the Chief Executive Officer of those personal relationships, and there is no need to change or alter the relationship in light of this Code of Conduct.

Remember, this code of conduct serves as a guide for behavior and sets the standard for how we interact within our Foundation and with external stakeholders. All individuals must familiarize themselves with and adhere to this code to maintain a positive and respectful work environment that promotes professionalism.

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### **ACKNOWLEDGEMENT OF CODE OF CONDUCT POLICY**

I have read and understand the Foundation's Code of Conduct Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_