

# Arbuckle Parks and Recreation District

## Employee Code of Conduct

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I, \_\_\_\_\_, as an employee of the Arbuckle Parks & Recreation District (APRD), do pledge to honor my community by first abiding by all local, state and federal laws. I will also conduct all work or volunteer activities with the utmost level of professionalism with complete respect for the citizens whom I serve. My primary objective as a member of the APRD team is to be a positive, civic-centered person and I understand that my conduct, both on duty or in my personal time, reflects upon APRD and any activity that is deemed unbecoming of an APRD representative is subject to review by the Board of Directors and may result in any combination of the following actions: a verbal warning by a solitary representative of the board; a conference with the entire board; temporary suspension of duties; dismissal from one or more programs; total dismissal from all APRD programs.

I will conduct myself at all times in accordance with good professional judgment for the benefit of APRD in such a manner as to not create a conflict of interest as well as the perception of a conflict of interest. A conflict of interest exists when a Volunteer, Board Member or Employee's loyalty to APRD can be prejudiced by actual or potential benefit from another source. To avoid all conflicts they should refrain from entering into any particular transaction or establishing any relationship with others if the loyalty to APRD may be impaired

I understand that this Code of Conduct is subject to review and revision at any time by the Board and I will be provided an opportunity to review and sign an updated version no later than 48 hours prior to my next assignment or event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Guardian if volunteer is a Minor \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_