

POP 004 - Code of Ethical Practices/Conflict of Interest**EFFECTIVE DATE: February 2015****POLICY:****INTRODUCTION**

SECTION 1. This Code of Ethical Practices/Conflict of Interest is applicable to the IAFF. It is not applicable to IAFF affiliates.

DEFINITIONS

SECTION 2. This section defines terms as used in this Code.

a) IAFF Officers and IAFF Employees. The reference to "IAFF officers" includes the General President, the General Secretary-Treasurer, 16 IAFF Vice Presidents, and the members of the IAFF Board of Trustees. Individuals who are solely affiliate officers are excluded from this definition. The reference to "IAFF employees" includes IAFF managerial, supervisory and other IAFF employees who are outside the bargaining unit of IAFF employees represented by OPEIU Local 2.

b) Substantial Financial Interest. A "substantial financial interest" is one which either contributes significantly to the individual's financial well-being or which enables the individual to affect or influence the course of the business entity's decision making. A "substantial financial interest" does not include investments held in a mutual fund or a blind trust, or stock in a purchase plan, profit-sharing plan or ESOP.

c) Personal Financial Interest. A "personal financial interest" exists where the individual has an interest, direct or indirect, with any entity or individual with which the IAFF is considering or negotiating a transaction or business arrangement which might affect, or might reasonably be thought by others to affect, the judgment or conduct of the IAFF officer or employee. Such an interest might arise, but is not necessarily limited to situations, where the IAFF officer or employee, or a member of his or her family, has –

- (a) an ownership or equity interest in such an entity;
- (b) a compensation arrangement with such an entity or individual; or
- (c) a potential ownership or equity interest in, or potential compensation arrangement with, such an entity or individual.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A "personal financial interest" does not include investments held in a mutual fund or a blind trust, or stock in a

purchase plan, profit-sharing plan or ESOP. An “ownership or investment interest” does not include ownership interests of less than one percent (1%) of outstanding securities of public corporations.

CODE PROVISIONS

SECTION 3. All IAFF officers and employees, whether elected or appointed, have a high fiduciary duty and sacred trust to serve the best interests of the IAFF’s members honestly and faithfully.

SECTION 4. IAFF officers and employees shall not have an ownership or substantial financial interest in any employer that engages in collective bargaining with the IAFF or any of its affiliates, or any employer whose employees the IAFF or any of its affiliates is actively seeking to represent, and shall not accept any non-de minimis personal payment of any kind from any such employer, other than regular pay and benefits for work performed, or as may be permitted by law.

SECTION 5.

a) IAFF officers shall not engage or participate in the consideration of any transactions involving the IAFF in which s/he has a personal financial interest. If an IAFF officer has such a personal financial interest in a transaction, s/he shall immediately disclose the same to the IAFF Executive Board, in writing, so as to allow it to exercise informed judgment regarding the transaction, and s/he shall not participate in discussion or voting with respect to the conflicted matter.

b) IAFF employees shall not engage or participate in the consideration of any transactions involving the IAFF in which the employee has a personal financial interest. If an IAFF employee has such a personal financial interest in a transaction, s/he shall immediately disclose the same to his or her Department or Division head, in writing, and shall not participate in further consideration of the conflicted matter.

SECTION 6. The mere holding of a personal financial interest in a vendor or other entity with which the IAFF transacts does not necessarily constitute a conflict of interest. To address a potential conflict of interest that may be contrary to this Code, an IAFF officer should promptly disclose the matter, in writing, to the IAFF Executive Board or to an appropriate Committee of the Executive Board.

Similarly, to address a potential conflict of interest that may be contrary to this Code, an IAFF employee should promptly disclose the matter, in writing, to his or her Department or Division head, the Chief of Staff, the Chief of Operations, the General Secretary-Treasurer, or the General President. Questions regarding conflicts of interest may be referred to the General Counsel.

SECTION 7. No IAFF officer or employee of the IAFF shall convert any funds or other property belonging to the IAFF to such individual's personal use or advantage.

SECTION 8. IAFF officers and employees shall at all times comply with existing law, including laws pertaining to the receipt and disclosure of payments or gifts from any employer or vendor, and shall also comply with the IAFF Constitution and By-Laws, and the valid decisions and policies of the IAFF Executive Board and IAFF Convention.

SECTION 9. No person shall serve as an officer or employee of the IAFF who has been convicted of any felony involving the infliction of grievous bodily injury, any crime of dishonesty or any crime involving abuse or misuse of such person's position or employment in a labor organization or an employee benefit fund, except for the limited exceptions as may be set forth in applicable law and as further defined in 29 U.S.C. §504 of the Labor-Management Reporting and Disclosure Act.

ENFORCEMENT OF THIS CODE

SECTION 10. If allegations are made that an IAFF officer has violated this Code, the IAFF General President shall appoint an Ad Hoc Ethical Practices Committee ("EPC") consisting of five (5) members, selected from the IAFF Executive Board, which will have the authority to consider matters arising under this policy. If the General President is involved in the matter, the IAFF General Secretary-Treasurer shall appoint the members of the EPC. If the General President and General Secretary-Treasurer are both involved in the matter, the senior IAFF Vice President who is not so involved shall appoint the members of the EPC.

This Code shall be enforced by the following process:

- A. With regard to matters involving allegations that an IAFF Officer has violated this Code, the following process will apply:
 - (i) Allegations of violations of this Code may only be filed by an IAFF member or a retired-active member in good standing, they must be in writing, and they must contain specific factual allegations, accompanied by substantiating documentation. Such allegations shall be referred to the EPC for consideration and recommended disposition.
 - (ii) The EPC shall have the authority to initially determine if there is reasonable cause to believe that a violation has occurred. If no reasonable cause exists, the EPC shall conclude its review. If

such reasonable cause exists, the EPC is authorized to interview persons having knowledge of the situation and collect relevant documents, and the involved IAFF officer shall be provided a full opportunity to make a presentation at a meeting of the EPC.

- (iii) All allegations and review shall be kept confidential unless and until the EPC finds reasonable cause to bring the matter to the attention of the IAFF Executive Board. The EPC shall adopt reasonable measures to ensure that confidentiality is maintained, including enforceable sanctions for breach of confidentiality.
 - (iv) Following completion of its review, the EPC shall issue a written report containing its findings and recommendations to the IAFF Executive Board.
 - (v) Where a violation is found, the recommendations of the EPC shall include an appropriate disposition and/or recommended remedial action.
 - (vi) The Executive Board shall have the final decision in the matter and no further appeals are allowed.
- B. Any allegation or claim that an IAFF employee has violated this Code shall be submitted in writing to the IAFF General President and shall be handled and disposed of by the IAFF General President.

SECTION 11. There shall be no retaliation against any IAFF officer, representative, member or employee for alleging any violation of this Code, or for providing any truthful statements or accurate information concerning any alleged violation of this Code.

PURPOSE: Establishes code of ethics governing the conduct of IAFF officers and managerial employees.

CANCELLATION: The policy replaces Code of Ethical Practices/Conflict of Interest Policy, dated February 2008

REFERENCE: February 2015, Minutes #194, Pages 42-5

POP 005 - Constitution and By-Laws Changes Reviewed by the Executive Board**EFFECTIVE DATE: April 1997****POLICY:**

Before any IAFF Constitution and By-Laws changes are distributed to local, state or provincial affiliates, such changes will be submitted to the Executive Board for their review, and comment. All members of the Executive Board shall be supplied a copy of any such changes in a format that readily identifies all changes in, additions to, and deletions from the document.

PURPOSE: Establishes guidelines for Executive Board comment and review of any Constitution and By-Laws changes prior to distribution to affiliates.

CANCELLATION:

REFERENCE: March 2003, Minutes #145, Page 54 (Retained)
April 1997, Minutes #120, Page 33