## **STANDARDS OF CONDUCT FEMA EDUCATIONAL AND TRAINING PARTICIPANTS**

It is FEMA's policy to maintain a working and learning environment consistent with FEMA core values: Compassion, Fairness, Integrity, and Respect as outlined in FEMA Publication 1. FEMA requires a safe, inclusive, productive, professional, and respectful workplace that is free of harassment (sexual or non-sexual), discrimination, retaliation, and violence. This requirement is not limited to the traditional workplace and extends to all remote and virtual environments.

## **GENERAL REQUIREMENTS**

FEMA maintains the highest degree of excellence at its educational and academic institutes. As such, its Education and Training participants shall not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct. Participants:

- We are an Academic Institution...A Professional Team providing top notch training to America's First Responders. We all set the example.
  - Always treat others with respect.

## Be courteous, kind, and helpful.

- Follow the rules concerning the use or possible misuse of alcohol and drugs.
- Remember there are restrictions regarding the possession of weapons.
- Comply with the rules and guidelines while using information technology equipment.
- Be aware of your surroundings and use appropriate language and conduct.
- Adhere to all rules concerning harassment and discrimination.
- Follow the facility dress attire policies.
- Observe all healthcare protocols.
- Always display professionalism and show pride in your organization.

Failure to comply with these Standards of Conduct may result in disenrollment from the course, return to home station, prohibition of reentry onto the facility as well as other FEMA educational facilities.

## If you see or know of any misconduct violations, you must immediately report to your instructor, facility security or use the following 24/7 hotline (866) 213-9551.

Reference the facility student handbook for supplementary guidance

