



## **Code of Conduct**

All volunteers of the SMART, in delivering SMART services and in all other SMART activities, shall meet the following standards of conduct:

No volunteer shall:

- Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the SMART, except in conformance with SMART policy.
- Accept or seek on behalf of any person, any financial advantage or gain of other than nominal value offered as a result of the volunteer or employee's affiliation with the SMART.
- Publicly use any SMART affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of the SMART.
- Disclose or use any confidential SMART information that is available solely as a result of the volunteer's affiliation with the SMART to any person not authorized to receive such information or use to the disadvantage of the SMART any such confidential information, without the express authorization of the SMART.
- Knowingly take any action or make any statement intended to influence the conduct of the SMART in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
- Operate or act in any manner that is contrary to the best interests of the SMART.
- Operate or act in a manner that creates a conflict with the interests of the SMART and any organization in which the individual has a personal, business, or financial interest. The individual shall disclose such conflict of interest to the MEMA point of contact, as applicable, upon becoming aware of it. Where required, the individual shall absent him or herself during deliberations, and shall refrain from participating in any decisions or voting in connection with the matter.

# Code of Conduct

## Certification and Disclosure

I, \_\_\_\_\_ certify that I have read and understand the Code of Conduct of the SMART and agree to comply with it, as well as applicable laws that impact the organization, at all times.

### Disclosure of Actual or Potential Conflicts:

I affirm that, except as listed below, I have no personal, business, or financial interest with any organization that conflict, or appear to conflict, with the best interests of the SMART:

---

---

---

---

### Future Actual or Potential Conflicts:

At any time during the term of volunteer status with the SMART, should an actual or potential conflict of interest arise between my personal, business, or financial interests and the interests of the SMART, I agree to:

- Disclose promptly the actual or potential conflict to the Team Leader of my unit, the MEMA point of contact, and
- Until SMART approves actions to mitigate or otherwise resolve the conflict, refrain from participating in any discussions, deliberations, or decisions related to the conflict of interest.

### Use of SMART logo, name or association:

I understand that the use of the SMART logo and name cannot be used by myself, any organization or company I am affiliated with unless I have received permission from my Team Leader. I understand that deploying to a disaster and using the SMART logo or affiliation without permission from my Team Leader is strictly prohibited and doing so will result in immediate dismissal from the team.

---

Printed Name

---

Signed Name

---

Date

**SMART**  
**163 Lakeside Ave**  
**Marlboro, Ma. 01752**