



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
610-265-1063 Allendale Road Station
610-337-8230 West Beidler Road Station
610-265-3205 FAX
610-265-5635 Social Hall
email kpafc@pond.com
Web www.kpafc.com

Standard Operating Guidelines

SOG NO.: KP-1-0035

SOG TITLE: CONFLICT OF INTEREST / CONFIDENTIALITY OF INFORMATION

ADOPTION DATE: 01/02

REVISION DATE:

NO. OF PAGES: 2

Purpose: To assure that the operations, activities, and business affairs of the King of Prussia Volunteer Fire Company are kept confidential.

If, in the course of their service, members of the King of Prussia Volunteer Fire Company (KPVFC) or contracted organizations acquire confidential, sensitive, or proprietary information about KPVFC, its members, service populace, etc., such information is to be handled in the strictest confidence.

Members or contracted organizations found to be violating this guideline are subject to disciplinary actions, up to and including termination, and may also be subject to civil and/or criminal prosecution for violations.

As a member or contracted organization, you may be requested to sign proprietary information confidentiality statements and may be requested to sign a Conflict of Interest Statement.

KPVFC, as a matter of policy, requires the disclosure of transactions and relationships that may involve potential conflict of interests. The following provisions of the policy areas follow:

- Each member is to avoid situations where his or her personal interests could conflict with the interests of KPVFC.

- The use of KPVFC assets for any unlawful or improper purpose is strictly prohibited.
- No false entries are to be made in the books for any reason and no member shall engage in any arrangement that results in such prohibited act.
- No payments are to be approved or made with the intention that any part is to be used for any purpose other than described in the supporting documents.
- Any member or contracted organization who knows of any prohibited act must promptly report it to the Chief.

Members in good standing seeking letters of reference/referral for employment or personal improvement may use KPVFC as a reference, or request a referral letter.

KPVFC will provide letters of recommendations based upon the proper request or authorization of the member.

KPVFC will not provide letters of recommendation for no specific purpose or to anyone who is on current suspension at the time of request, or has been removed from membership.

Only the Chief and President are authorized to provide these letters of recommendation. All questions on reference requests must be directed to the Chief.