



## **Fire Service Psychology Association Code of Ethics**

*A code of ethics is a set of principles or values that guide the actions of the organization and its people. (These principles could also be called a code of conduct.) The purpose of adopting a code of ethics is to provide all members of FSPA with guidelines for ethical behavior and decision making.*

### **I. Personal and Professional Integrity**

We act with honesty, integrity, and transparency in all our dealings with each other and as representatives of our organization. We promote a working environment, whether in person or online, that values respect, fairness, integrity, and collaboration.

### **II. Support of Mission**

Our mission is to develop the scientific study and application of professional psychology to meet the needs of the fire service. All our programs support that mission and all who work for, or on behalf of the organization, understand and are loyal to that mission and purpose. Our mission is responsive to the psychology and fire service communities and our work provides value to those entities.

### **III. Governance and Accountability**

Our Board of Advisors has the responsibility for setting the mission and strategic direction for FSPA and oversight of the finances, operations, and policies of the organization. The Board of Advisors:

- Exercises reasonable care, good faith, loyalty, and due diligence in FSPA affairs.
- Has a conflict-of-interest policy that ensures that any conflicts of interest or appearance thereof are avoided or appropriately managed for the protection and benefit of FSPA.
- Ensures that the FSPA members conduct all transactions and dealings with integrity and honesty.
- Ensures that FSPA promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness.
- Ensures that FSPA is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions.
- Ensures that the resources of FSPA are responsibly and prudently managed.
- Ensures that the organization can conduct its programs effectively.

#### **IV. Legal Compliance**

FSPA members are knowledgeable of and follow all applicable laws, regulations and professional standards for psychology and the fire service.

#### **V. Financial Stewardship**

FSPA manages its funds responsibly and prudently. This includes the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuit of its mission.
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management.
- It compensates staff, and any others who may receive compensation, reasonably and appropriately.
- It has reasonable fundraising costs, recognizing the variety of factors that affect such costs.
- It ensures that all spending practices and policies are fair, reasonable, and proper to fulfill the mission of the organization.
- It ensures that financial reports are complete and correct in all material respects.

#### **VI. Transparency and Disclosure**

FSPA provides comprehensive and prompt information to the public and all stakeholders and promptly responds to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as IRS Form 990, reviews, and compilations, and audited financial statements will be posted on the organization's website or otherwise made available to the public. All financial, organizational, and program reports will be complete and correct in all material respects.

#### **VII. Program Evaluation**

FSPA leadership regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. FSPA is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities in the field. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

#### **VIII. Diversity, Equity, and Inclusion (DEI)**

FSPA is committed to promoting DEI throughout the organization. FSPA's leadership takes meaningful steps to promote DEI in its hiring, retention, promotion, board recruitment, and constituencies served.

## **IX. Fundraising**

In raising funds from the public, FSPA will respect the rights of donors, as follows:

- To be informed of FSPA's Vision and Mission, the way the resources will be used, and FSPA's ability to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on FSPA's Board of Advisors and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to FSPA's most recent financial reports.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive proper acknowledgement and recognition for their donation.
- To be assured that information about their donations is managed with respect and with confidentiality to the extent provided by the law.
- To expect that all interactions with individuals representing FSPA will be professional in nature.
- To have the opportunity for their names to be removed from mailing lists that FSPA may intend to share.
- To feel free to ask questions when donating and to receive prompt, truthful, and forthright answers.

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