

**CARMICHAEL WATER DISTRICT
POLICY MANUAL**

POLICY 3030: Anti-Fraud

3030.10 Carmichael Water District (District) and its employees must, at all times, comply with all applicable laws and regulations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to the General Manager.

3030.20 The District expects its employees to conduct themselves in a businesslike manner and perform duties conscientiously, honestly, and in accordance with the best interests of the District.

3030.30 Employees are expected to take great care when working with District customers, suppliers, or contractual contacts.

3030.40 Employees must respect the confidentiality of information acquired in the course of their work.

3030.50 Regardless of circumstances, if an employee senses that a course of action may involve a conflict of interest, fraud, and/or dishonesty, the employee should immediately communicate all facts to the General Manager, Assistant General Manager, or any Director.

Resolution 08202018-1, August 20, 2018