

## **Purpose**

This Code of Conduct outlines Burlington Public Library's (BPL) expectations regarding employee conduct and behaviour.

The Code of Conduct is designed to promote ethical decision making and behaviour and to make employees think about how ethics and integrity must guide them. Employees are required to exercise good judgement and adhere to all BPL values, standards, procedures and policies.

## **Scope**

This Code of Conduct Policy applies to all employees and volunteers including but not limited to regular, on call, contract, and students, including co-op placements (all classifications referred to hereafter as "employees").

## **Policy Statement**

Employees of BPL are expected to carry out their responsibilities in a manner that demonstrates a high standard of professionalism consistent with BPL's values.

The reputation of BPL depends on the commitment of every employee to act in the best interests of the library, focusing on meeting the needs of our customers and community, and making them feel welcome in our spaces. Employees must maintain the public's trust to ensure public confidence that their duties, actions and behaviours are conducted in BPL and community's best interest.

Employees will act in an ethical and business-like manner and be accountable for their actions.

Employees will be respectful of each other and all members of the community, treating all with dignity and respect, free from discrimination.

Employees will be knowledgeable of BPL policies and procedures related to assisting in cases of emergency or a criminal investigation.

## **Accountability**

BPL Employees are accountable for their actions, behaviour and the services they provide. BPL Employees:

- Comply with policies and procedures in an unbiased, neutral manner;
- Respect the dignity and rights of the community they serve and their co-workers. They will treat everyone equally and be impartial while performing their respective role to foster an inclusive environment for all;
- Are required to report immediately, all complaints, workplace incidents and violence experienced, witnessed or having knowledge of to a supervisor;
- Should not accept rewards, gifts, or any form of benefits from any person or entity that influences or could be professed to influence the performance of the Employee's respective duties;
- Respect the confidentiality of customers, employees and business partners, only accessing information as required to conduct library business. Protect information that is confidential and refrain from discussing/disclosing any confidential information with/to other staff or any other person outside the organization except special authorities unless authorized to do so;
- Avoid using their position improperly for personal gains.

## **Specific Guidelines in Conduct**

### **Conflict of Interest**

A conflict of interest occurs when, in the course of their duties, an employee is called upon to deal with any matter in which they may have a direct or indirect personal interest. If a potential conflict of interest exists, employees must advise their immediate supervisor of the situation. A conflict of interest exists when an employee or a member of the employee's family has a direct or indirect financial interest in a contract or proposed contract with BPL.

### **Media Inquiries**

Unless otherwise instructed, all media inquiries are directed to the Chief Executive Officer who acts as the primary spokesperson for BPL. No one else is authorized to speak to the media without prior authorization from the CEO or their designate.

### **Library Property**

Library collections, computers, furniture, supplies and equipment are for the purpose of providing services to our community. They are not to be used by employees or volunteers for personal use except where permitted by BPL policy or unless prior approval is obtained from the CEO.

### **Hiring of Family Members**

Family members are prohibited from working together if this places them either in a subordinate or supervisory role to each other. Current employees must inform their Manager and Human Resources should a family relationship develop that may result in a supervisory relationship as outlined above.

### **Non-Compliance & Interpretation**

The Employee Code of Conduct supports but does not replace the use of good judgment regarding personal and professional conduct. The absence of a specific policy or regulation or Code provision does not dismiss any employee from the responsibility of exercising the highest standards of conduct in all situations. It does not alter or replace BPL policies already in place that may be more specialized and specific (e.g. BPL's Workplace Violence Policy, Whistle Blower Policy)

Employees are expected to comply with the BPL's Employee Code of Conduct, Library policies and procedures as a condition of employment. Employees are responsible for seeking clarification from their supervisor, manager or Human Resources when questions arise.

Matters requiring interpretation or violation of the Code are to be made to the Manager, Human Resources, the CEO, or their authorized delegate. Matters requiring interpretation of the Code where the CEO's actions are in question are to be referred to the Chair of the Library Board.

Violation of the BPL's Employee Code of Conduct will provide grounds for disciplinary action, up to and including termination of employment and legal prosecution.

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