

Employee Code of Conduct Policy

Table of Contents

Purpose	1
Scope.....	1
Policy Statement	1
Specific Guidelines in Conduct.....	2
Non-Compliance & Interpretation.....	3

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.

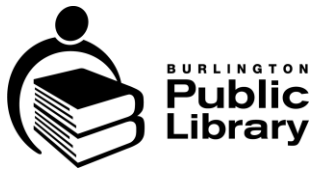
Scope

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 customer and the library. Employees focus on meeting the needs of our customers and community, making them feel welcome in our spaces in a manner that respects the library and its customers. Employees must maintain the public’s trust that



their duties, actions, and behaviours are conducted in the community's best interest while adhering to BPL values.

Employees will act in an ethical and business-like manner.

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.

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 equitably and be impartial while performing their respective role to foster an inclusive and welcoming environment for all;
- Are required to report immediately, all complaints, workplace incidents and violence experienced, witnessed or having knowledge of to a supervisor;
- 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;
- Will not use 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.

A conflict exists where the employee could directly influence the decision made in the course of performing their job duties, and also where they could indirectly influence the decision through exerting personal influence over the decision-maker.



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 Manager of Marketing & Communications. The Chief Executive Officer will act as BPL's primary media spokesperson. No one else is authorized to speak to the media without prior authorization from the Manager of Marketing & Communications, or the CEO or their designate.

Library Property

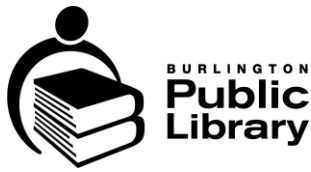
Library collections, computers, furniture, supplies, and equipment are for the purpose of providing services to our community. They are not to be used by employees or volunteers for personal use except where permitted by BPL policy or unless prior approval is obtained from the CEO.

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.



Employees are expected to comply with BPL's 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 Burlington Public Library Board.

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

Retaliation

Burlington Public Library employees, including witnesses, should not face retaliation or threats of retaliation. Employees who engage in retaliation or threats of retaliation will be subject to disciplinary action, up to and including termination of employment.

Legislation

In the event that any portion of this Policy is inconsistent with relevant federal or provincial legislation, that portion and only that portion of the Policy shall have no application to the extent of that inconsistency. All other portions of the Policy shall continue in full force and effect.

- Effective Date: December 1, 2023
- Motion #/Date: #00-07 Feb. 17, 2000, #19-80 Dec. 19, 2019
#20-99 Dec. 17, 2020, #23-60 Oct. 26, 2023
- Associated Procedures:
- Projected Review Date: 2026
- Amended Dates: December 19, 2019, December 17, 2020, October 26, 2023