



BONFIELD PUBLIC LIBRARY

Policy Title: **Employee Code of Conduct Policy**
Policy Approval Date: **April 7, 2014**

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Policy Review Date: June 6, 2016

1. PREAMBLE

Bonfield Public Library (BPL) is committed to maintaining the highest professional standards.

This Code of Conduct (referred to hereafter as “Code”), has been established to ensure that employees adhere to the highest standards of professional conduct. This policy is not intended to address every situation and represents general standards and expectations for all employees.

Each employee has the obligation to ensure compliance with the Code, which is a condition of employment. Failure to comply with the Code may result in disciplinary action, up to and including termination of employment.

2. PURPOSE

The Code clarifies BPL’s expectations for all employees by establishing clear and reasonable standards of conduct required of all employees and provide guidance in the actual determination of appropriate conduct in the workplace.

Employees are expected to display behaviour that is above reproach, and that can withstand public scrutiny. The Code is meant to prevent the employee(s) from placing the organization at risk.

3. INTERPRETATION AND APPLICATION

The Code includes principles outlined in various BPL policies and practices. The Code 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. The Code itself does not alter or replace additional BPL policies already in place that may be more restrictive or specialized.

4. SCOPE

This policy applies to all BPL employees and volunteers.

5. OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work, activities or to hold other jobs, as long as it does not interfere with their Library responsibilities or subject to certain conflict of interest that encompasses situations where it may seem that the public interest has not been upheld when personal private interests conflict or when there is a reasonable basis for the perception of such conflict. Outside employment is not permissible when it compromises the BPL interests by participating in activities between an employee’s right to freedom of expression and the BPL’s interest in maintaining an impartial and effective workplace and/or the potential negative effect that the appearance of an employee’s external activity might have on the BPL’s reputation. Employees must ensure that the nature of their support does not impair the BPL’s reputation and must remain loyal to their employers.

Should outside employment appear to interfere with or prevent an employee from fully discharging the responsibilities of his/her position with the BPL, the situation will be called to the attention of the employee with the expectation that adjustments necessary to permit satisfactory service to the BPL will be made.

6. COMPLIANCE WITH LAWS & REGULATIONS

All employees are required to comply with all laws and legislation and avoid situations where they become party to a breach, evasion or subversion of the law.

7. GENERAL PRINCIPLES

All employees must strive to:

- a) Conduct themselves in a manner that protects BPL's reputation and ensures continued confidence in the Library system;
- b) treat all persons honestly and fairly, and with proper regard for their rights, entitlements, duties and obligations, and to act responsibly in the performance of their duties at all time;
- c) be professional and courteous in dealing with fellow BPL employees, board members, township of Bonfield employees, mayor and councillors, patrons and all members of the public and to resolve any work related disagreements in a mature manner, based on reasonable expectations;
- d) carry their duties in a fair, impartial, and transparent manner;
- e) promote the health and safety of others;
- f) avoid using their position improperly for personal advantage;
- g) avoid using insider information, internal protocols or procedures for personal gain;
- h) resolve any conflict between personal interests and public duty in favour of the public interest; and
- i) ensure that they take all steps to ascertain that Personal Information and Confidential Information obtained in the course of employment is safeguarded and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or as required by other laws.

8. BEHAVIOUR AND PROFESSIONALISM

BPL employees interact with patrons in receipt of library services or programs, community agencies, and the general public on a daily basis. It is through professionalism, courtesy and objectivity in these interactions that employees achieve respect for one another. Employees are viewed as ambassadors of the library and are expected to reflect a professional image. Employees do this by being conscious of the Library's public duty and by conducting themselves with the highest degree of moral and ethical behaviour and integrity.

When interacting with their co-workers and members of the Board, employees must be professional, courteous and respectful towards one another at all times; this includes being respectful of the property of others.

9. CONFIDENTIAL AND PERSONAL INFORMATION

At times, employees may be privy to Confidential Information and/or Personal Information concerning the affairs of BPL, the township or township employees, other BPL employees, or members of the community. Employees are not to discuss or pass on confidential or personal information unless the exchange is necessary for a sanctioned business purpose or enforced by law. Adherence to this practice will reduce the chances of inadvertent release of information.

In keeping with MFIPPA, personal information pertaining to employees of the BPL is confidential. Access is limited to authorized employees, and to the employee to whom the information relates.

Personal information pertaining to BPL employees shall not be made available to any other person except pursuant to such process, order, or subpoena as may be authorized by law.

10. CONTEST AND LOTTERIES

The intent of promotional contests is to encourage increased awareness and/or use of a BPL program or service by the public.

In order that there be no perception of bias, BPL employees may not participate in any BPL contest and/or benefits the BPL and that is open to members of the public. Immediate family members of BPL employees may only participate in BPL contests where the winners are chosen randomly.

11. APPROPRIATE EMPLOYEE USE OF INFORMATION TECHNOLOGY AND SOCIAL MEDIA

Every BPL employee bears the primary responsibility for the material he or she chooses to access, send, or display on the internet. Devices and software may not be used in any manner to create, send, or display material that contravenes relevant policies or statutes.

Employees cannot post on social media sites on behalf of BPL unless they have the express permission of the CEO or/and Board member.

When posting comments on any social media site, employees are expected to speak respectfully about BPL, its patrons, fellow employees, board members, the township, mayor and council, and township employees. Direct or indirect misconduct on social media will not be tolerated- i.e. posts on joint accounts over which the employee has access, pseudonyms or that can be link back. Employees found to be using any disrespectful, unfounded or derogatory statements regarding these parties on any social media sites will be subject to disciplinary action, up to and including termination of employment.

12. EMPLOYEE PARTICIPATION IN MUNICIPAL ELECTION

Employees are entitled to exercise their right to support or be involved in the political campaign of a municipal, provincial or federal candidate or party, provided they do so on personal time and do not hold themselves out as representative of the BPL.

Where an employee wishes to run for Council in Bonfield, he or she shall first seek a leave of absence for the period between the day the employee is nominated and ending on voting day, pursuant to subsection 30 (1) of the Municipal Elections Act 1996.

If an employee is elected, he or she will be understood to have resigned from their employment with BPL immediately before taking his or her elected seat on Council, pursuant to subsection 30 (4) of the Municipal Act 1996.

13. MEDIA RELATIONS

The BPL is committed to keeping its community informed and it is important that messages to media be clear, consistent and accurate. The following designated spokespersons are permitted to speak on behalf of the BPL:

- Chair of the Board
- Chief Executive Officer

No one else is authorized to speak or write to the media on behalf of the BPL without prior written authorization from the CEO or the Chair of the Board.

From time to time the CEO, Chair of the Board, may authorize a staff member or Board member to speak to the media on a specific issue relating to his/her area of expertise. These appointments shall be of a limited, designated time period.

14. FREEDOM FROM REPRISAL

All individuals will be protected from reprisal, harassment or other discriminatory practices as a result of exercising their obligation to report a breach or suspected breach under any section of this Code when this is done in good faith.

15. HOW TO REPORT VIOLATIONS OF THE CODE AND/OR REPRISAL

Where a violation or a suspected violation of this Code occurs, a complaint may be made in writing to the CEO, or in the case of a complaint against the CEO, to the BPL Board Chair. When such concerns are brought forward, the issue(s) will be treated seriously and held in confidence and an investigation will commence.

It must be clearly understood that allegations made in bad faith will not be tolerated and appropriate disciplinary action will be taken.

16. ALCOHOL AND DRUG USE

Employees must never perform their job duties and responsibilities while under the influence of alcohol, non-prescription drugs, or other similar substances, at any time when working on behalf of the BPL. Possession of open alcohol or illegal substances while on BPL premises is prohibited.

17. SCHEDULE

Be dependable and responsible by arriving for work and meetings on time, completing assigned work on schedule, being considerate of co-workers' time and showing respect for library property and resources.

18. LIBRARY ASSETS

Willful violation of safety rules and procedures, theft, vandalism, neglect and/or mishandling funds and equipment is prohibited.

19. CONFLICT OF INTEREST

Employees shall not permit the circulation of petitions on the BPL premises without the express written permission of the CEO and or the Board. Employees shall not engage in political activity that would be in direct conflict with the Conflict of Interest Act (S.C. 2006, c. 9, s. 2) or the Ontario's Municipal Conflict of Interest Act (MCIA).

20. COMMUNICATION AND ENFORCEMENT OF THE CODE

All BPL employees will be provided with a copy of the Code and will be asked to sign an acknowledgment form agreeing to all of its terms. If the Code is revised, employees will be given a copy of the revised Code and asked to sign a new acknowledgment form. The signed copy will be housed in the employee personnel file.

21. REVISIONS

The Board will review the Code on a regular basis at least once in each four (4) year term to ensure that it continues to reflect the needs and responsibilities of the Bonfield Public Library. The BPL Board may, at its discretion and through a resolution of the Board, augment or amend the Code.

ACKNOWLEDGMENT FORM

I HAVE READ AND UNDERSTAND THIS AGREEMENT, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS. I ENTER INTO THIS AGREEMENT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS EFFECT.

Employee's Signature

Date

Employee's Name (Please Print)