

## **Policy: Employee Code of Conduct**

Motion number: 44:2020, August 26, 2020. Chair's signature: \_\_\_\_\_

The Bonnechere Union Public Library is proud of the services it delivers to the communities of the Township of Bonnechere Valley and North Algona Wilberforce Township. The Library Board recognizes that the personnel employed by the library constitute an important resource for the provision of high quality public library service. Important contributions to the service are made by all staff members. The library will provide the best service when it employs competent personnel, provides for staff development activities and establishes policies and working conditions which are conducive to high morale and which enable each staff member to make the fullest contribution the library's programs and services. The Library Board and employees have a shared responsibility to exercise the basic principles of respect and dignity in all working relationships.

The Employee Code of Conduct outlines standards for the conduct for which all employees are accountable. All employees are expected to be aware of, and comply with, this Employee Code of Conduct and its related policies and processes.

All employees are expected to:

- be polite, courteous and responsive to all patrons, volunteers (including board members) and coworkers at all times
- arrive on time for shifts and to not be absent without leave
- use library property responsibly and to seek authorization for personal use
- act with reasonable care, integrity, and diligence in the performance of their duties and responsibilities
- be fair and honest in their dealings with individuals and organizations
- seek and achieve a team approach with other employees in an environment of mutual respect, trust, and acceptance of each person's role and responsibilities in achieving the library's goals
- recognize and respect the rights, dignity, feelings, and diversity of opinions of others and strive to achieve the best possible outcome for the community
- adhere to library policies and procedures
- avoid real or apparent conflict of interest between duties and responsibilities as an employee and any outside interests

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- provide courteous, competent, and responsive service to Library users and other employees
- communicate in a civil and respectful manner, whether the communication is verbal, written, or electronic
- respect other employees' work areas and property
- respect the personal privacy of library employees, contractors, customers, and suppliers
- be aware that they represent the library while carrying out their job duties and responsibilities, whether they are in the library or at a work related meeting, conference, or other function held outside BUPL
- Be aware that when employees are in the community they are seen as ambassadors of the library and their conduct should reflect the values of BUPL
- strive to improve and develop professional skills

## **WORKPLACE SAFETY/PREVENTION OF VIOLENCE**

Employees are not permitted to commit any violent act or threatening gesture or speech against other employees or members of the public.

The board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the patron. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.

## **HARASSMENT**

No employee shall subject any other person to workplace violence or harassment. No employee shall allow or create conditions that support workplace violence, or allow or create any conditions that may promote inappropriate behaviours from occurring. An employee of the library that subjects another employee or member of the public to workplace violence or harassment may be subject to disciplinary action up to and including dismissal.

No person shall subject any library employee to any act of violence, act of harassment, or inappropriate behaviours at any time. Any person engaging in or threatening violence towards any library employee or other person affiliated with the library shall be subject to whatever recourse is available under the Criminal Code. Any person engaging in harassment or acting inappropriately towards any library employee or other person affiliated with the library shall be subject to whatever recourse is available under the Criminal Code.

No employee shall subject any other person to sexual harassment.

No employee shall allow or create conditions that support sexual harassment or allow or create any conditions that may promote inappropriate behaviours.

No person shall subject any library employee, patron, or anyone else involved in the library, to any act of harassment or inappropriate behaviours at any time.

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## **INTELLECTUAL FREEDOM**

The public library is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all legal viewpoints is freely available. The Bonnechere Union Public library subscribes to the *Position Statement on Intellectual Freedom*, ratified by the Canadian Library Association in November, 1985, which affirms its commitment to basic policies. Board members, employees, and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

## **ALCOHOL AND DRUG USE**

Employees must never perform their job duties and responsibilities while under the influence of alcohol, prohibited drugs, or other similar substances (e.g. cannabis) that negatively affect the ability to do their job. Driving under the influence of alcohol, prohibited drugs, or other similar substances (e.g. cannabis) is a criminal offence.

## **RESPONSIBILITIES**

The library is responsible for communicating the Code to all employees.

Employees are responsible for conducting themselves in accordance with the terms of the Code while carrying out their job duties and responsibilities and when interacting with other employees and members of the public.

The CEO and/or his designate is responsible for ensuring that each reported incident of alleged wrongdoing is investigated in a timely manner.

The Library Board is responsible for investigating a reported alleged breach by the CEO.

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