

# Employee Conduct

Created 10 October 2023

## *Values*

The Library seeks to employ high quality, motivated, positive individuals whose own personal standards meet or exceed the expectations of the Library. The patrons using the Library enjoy its services and their experiences with staff members. Having a strong sense of values helps employees contribute to that enjoyment.

Values that the Library seeks in its employees include:

- Motivation
- Positive attitude
- Respect for others
- A strong commitment to customer service
- Sense of humor
- Integrity
- Honesty
- Tolerance

## *Staff areas*

Employees observe the same rules of behavior that are asked of patrons using the Library. Staff areas are provided for use while on break. Staff areas are to be kept clean and are to be cleaned after each employee's use.

## *Personal workspaces*

Personal workspaces are to be kept orderly. Open containers of food or drink are not permitted. Any stored food must be tightly sealed. Employees should limit the amount of personal belongings that are brought to the work site. Loss or damage to personal property left at the Library may not be covered by the Library's property insurance.

### *Use of Library property*

Library telephones are intended for the business of the Library. Lengthy and/or frequent personal calls are not permitted.

Library staff members are responsible for all keys and/or other equipment given in trust. No copies of keys are to be made. Lost or stolen keys should be reported immediately. All keys and/or equipment must be returned upon termination of employment.

Employees will not use the Library's property or equipment for personal benefit. Meeting rooms may occasionally be used by employees for personal functions outside of regular hours of operation. Library Director must approve personal use of meeting room space.

### *Inappropriate conversation*

Common sense should be used in conversation with the public and other staff members. Staff members are expected to be friendly and pleasant to patrons and to each other but not to the extent that work is neglected. Conversations of a personal nature should be avoided in public areas. Remarks about coworkers, patrons, or members of the community are never appropriate. Staff members should avoid conversations about sensitive personal information including but not limited to politics, religious beliefs, sexual topics, inappropriate language, performance issues and associated corrective measures.

### *Acceptance of gifts or gratuities*

It is unethical for Library staff members to accept valuable gifts from patrons. Candy, food products, and other inexpensive items are acceptable. Employees should not accept money from a patron.

Vendors may sometimes provide meals or other gifts for staff. Meals less than \$25 that do not include alcoholic beverages may be accepted. Gifts less than \$25 in value may be kept.

### *Conflicts of interest*

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Library. As in all other facets of their duties, employees dealing with patrons, suppliers, contractors, or any person doing or seeking to do business with the Library are to act in the best interest of the Library. Employees shall make prompt and full disclosure in writing to their supervisor of any potential situation which may involve a conflict of interest.

### *Solicitation and distribution*

Employees are encouraged to exercise caution in soliciting donations or purchases from their coworkers. Pressure or coercion is not permitted. Political literature may not be distributed at any time.

When items are offered for sale for outside organizations, any bookkeeping or distribution duties must be done on the employee's personal time and without the use of the Library's resources.