

## **Board of Trustees and Library Employee Ethics Policy**

The LaRue County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

### **Guiding Principles:**

- Board members and employees should uphold the integrity of the Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind, including that based on: race, gender, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the Library's resources.
- Board members should immediately disclose to the Board, any conflict of interest they may have with regard to any official action or business before the Board, and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board members and employees should avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Board members should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Board members should not use Library resources, or allow Library resources to be used, for their own personal use or benefit.
- Board members and employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Library to obtain personal privileges and advantages or personal business for themselves, their friends, or their families.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board members and employees should strive to uphold the integrity of the Library and be respectful to their fellow Board members and Library employees in public settings.

### **Therefore:**

To preserve and uphold LaRue County Public Library's reputation as an organization of unimpeachable integrity, each Board member will sign a statement acknowledging receipt and understanding of the "Conflict of Interest" and "Ethics" policies. All staff will sign a statement acknowledging reading the Ethics policy and the Employee Handbook and Personnel Policies.

### **Compliance:**

If any Board member or the Director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board member or Director as to how he or she may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board or law may result in a Board recommendation for the removal of the offending Board member or termination of the Director. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

**Acknowledgement – Board Member**

The following statement will be completed and signed by each **Board member**. This requirement does not absolve any Board members of their independent obligation to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be reviewed and retained as a part of the Library's records:

I, \_\_\_\_\_, acknowledge my review of the Library's Ethics Policy and Conflict of Interest Policy. As a part of my commitment to the transparent administration of the Library's business and finances, I affirm as follows:

- I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library's business and finance.
- I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement – Employee**

The following statement will be completed and signed by each **Employee**. This requirement does not absolve any employee of their independent obligation to discuss any issues with the Ethics Policy and Personnel Policies as it arises on an ongoing basis. Completed forms shall be reviewed and retained as part of the Library's records;

I, \_\_\_\_\_, acknowledge my review of the Library's Ethics Policy and Employee Handbook and Personnel Policies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_