



Policy 6.2
Ethics Policy
Adopted by Library Board of Trustees
10/27/2011

The North Olympic Library System is dependent on the trust of its 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, avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the North Olympic Library System 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, class, ethnicity, religion, sex, 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 and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the North Olympic Library System.
- Board members and employees should avoid having interests that may reasonably bring into question their ability to make a fair and impartial judgment in an objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members should self-report any conflicts of interest or potential conflicts of interest within 72 hours of becoming aware of the situation to the Chair or Vice Chair of the Board.
- Board members and employees should not use or attempt to use their position with the North Olympic Library System to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests or fear of criticism when making decisions and conducting business.
- Board members and employees should not denigrate the organization or fellow Board members or NOLS employees in any public arena.
- Board members and employees should avoid soliciting gratuities or honoraria. No Board member or employee shall accept directly or indirectly any gratuity, regardless of value, which is offered based upon any understanding that the vote, official action, or judgment of the Board member or employee would be influenced thereby.

- Board members and employees shall not accept a gift, gratuity, or reward in response to performing an official act or providing a specific service that requires a decision that may benefit the recipient.
- Employees may accept unsolicited gratuities of a value up to \$25 on behalf of NOLS, provided such offer and acceptance do not violate the provisions of this policy. If the gratuity is in the form of cash or check, the money should be handled as a donation to NOLS. If the gratuity is in some other form, it should be brought to the attention of the Branch Manager or Department Head, and shared with the entire staff of the branch or department when appropriate.
- Board members and employees may accept gifts and gratuities without regard to value when such gifts and/or gratuities are offered to the Library as a donation and are accepted on behalf of the Library, with said gift or gratuity to remain the property of the Library. The library will not make a determination of the monetary worth of such property.
- The administration of the Library will be the sole judge of the conditions under which donated property will be accepted. The library reserves the right to determine the disposal of donated property subsequent to its acceptance, including the resale of such property.

To preserve and uphold the North Olympic Library System's reputation as an organization of unimpeachable integrity, each member of the Board and staff will sign a "Conflict of Interest" statement and an "Ethics Statement" at the commencement of his/her service and annually thereafter.

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's Personnel Committee to discuss the issue. The Committee will make a recommendation to the full Board based on their findings. If a Board member who is currently serving on the Personnel Committee appears to be in conflict of the Guiding Principles, that individual will be asked by the Chair or Vice Chair to stand down, and the Board will choose a different member to sit on the Committee for this purpose.

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 based on his or her findings. An employee will receive written confirmation of the findings, and has seven working days to appeal the determination if it is believed to be in error.