



## Policy HR 8.1 Code of Conduct

Adopted by the Library Board of Trustees: 01/24/2013

The continued success of the Library is dependent upon employees working effectively together. It is the policy of the Library that certain rules governing conduct are clearly defined. It is also NOLS policy that any corrective action taken regarding employee performance is fair and consistent. NOLS is also committed to ensuring the rights of all employees are recognized and protected.

Violation of or failure to abide by the following rules of “applied common sense” shall be cause for discipline or other corrective action, up to and including termination of employment, depending on the severity of the situation and the nature of the conduct in question. The following list contains examples only and is not exhaustive.

- a. Failure to carry out a work-related instruction given by a supervisor;
- b. An unauthorized absence;
- c. Willful violation of Library policies, regulations and rules specified in the policies or otherwise specified officially, including the abuse of sick leave;
- d. Disclosing confidential information regarding the library or library patrons, employees or the Board of Trustees;
- e. Malicious or careless (negligent) acts which result in personal injury, property damage or expenses;
- f. Disorderly physical and/or verbal conduct or threatening, insulting or abusive behavior toward other employees or Library patrons;
- g. Unfitness to work as a result of consumption of drugs or alcohol. This includes hallucinatory drugs or other medication including those approved by a medical provider;
- h. Testing positive for or being impaired or affected by alcohol, marijuana or any controlled or illegal substances during working hours or any other violation of NOLS’ drug and alcohol policy;
- i. Reporting to work while taking a lawfully prescribed controlled substance or over-the-counter medication without obtaining a recommendation in writing from a health care provider, if the substance is affecting the employee’s ability to work safely;
- j. Failure to report an employee or patron accident or injury to a supervisor;
- k. Unauthorized distribution of literature or solicitation of employees or customers on Library premises during working time;
- l. Misusing library communication systems, including electronic mail, computers, Internet access and telephones;
- m. A knowing or intentional violation of the Library’s Ethics Policy (Policy 8.6);
- n. Bullying;
- o. Acts of violence;

- p. Engaging in conduct that reflects negatively on the Library;
- q. Failure to perform assigned duties or performance of duties in an unsatisfactory manner;
- r. Engaging in sexual or other unlawful harassment or bullying of or discrimination toward another employee;
- s. Falsifying or altering any library record or report, such as an employment application, medical report, production record, time record, expense record, absentee report or other official library documents;
- t. Any other activity or behavior which the Library Board of Trustees has determined to have a detrimental effect on the operations of the Library; and
- u. Other offenses of comparable gravity.

In those instances when an employee engages in unprofessional behaviors, such as those outlined above, which impair the employee's ability to perform his/her assigned job tasks in accordance with Library's performance standards and expectations, the Library will take disciplinary action to achieve correction and to avoid reoccurrence of similar behavior. The severity of the disciplinary action will be based on the severity of the behavior, the nature of the conduct in question and the employee's overall work history. The determinations of the underlying facts and the appropriate level of discipline or corrective action under the circumstances are the sole discretion of NOLS.

#### **I. Administration**

The Director, all managers and supervisors are responsible for administering this policy.