



## Policy HR 8.6 Professional Ethics

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

NOLS employees are public servants and as such are expected at all times to conduct themselves in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet the Library's professional ethics standards may result in disciplinary action up to and including termination of employment.

One way for the Library to hold the respect, trust and confidence of the communities we serve is through the creation and enforcement of ethical guidelines for the conduct of employees. Thus it is the policy of NOLS to uphold, promote, and demand the highest standards from its employees for personal integrity, truthfulness, honesty and fairness in carrying out their duties.

Employees are to avoid any act of impropriety including but not limited to, unauthorized possession or access to Library property and/or confidential information, dishonesty, impropriety or the appearance of impropriety, or the use of their District position or authority for personal gain or in breach of public trust.

### **1. Gifts**

Employees shall not ask for or receive any additional personal compensation, personal gifts, loans, discounts on goods or services nor are they to accept any other things in value, over and above their salary and benefits, for performing their official duties.

Gifts of nominal value, such as an honorarium or gifts of food for the entire workgroup during holidays or other special occasions, are allowed as long as they do not constitute a conflict of interest.

### **2. Conflict of interest**

A conflict of interest occurs when an individual's private interest conflicts with, or appears to conflict with, the best interest of NOLS. Accordingly, no conflict of interest, either real or perceived, can be allowed between the public's trust and private or personal interests.

### **3. Preferential treatment**

Preferential treatment occurs when an employee personally benefits because of his/her employee status with the Library, or when an employee's endorsement of a product or business results in others benefiting. As an example, an employee is not permitted to recommend a particular piece of computer software, manufacturer of an electronic book, where to purchase a book, get photocopies, or make personal recommendations about a specific company.

In addition, employees of the Library are expected to follow the Circulation Policy and will not receive any special privileges different from the public. This includes loan periods, holds, overdues, fines and suspensions.

#### **4. Policy violation**

An employee that fails to comply with this policy may be disciplined up to and including termination.

#### **5. Administration**

The Library Director is responsible for managing the Library's Ethics policy.