

Phillips Free Library Board of Trustees and Library Employee Ethics Policy

The Phillips Free Library 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 Phillips Free Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

Board members and employees will

- support and promote Phillips Free Library's vision and mission
- act according to the highest ethical and professional standards of conduct;
- ensure compliance with applicable laws, policies, procedures, and workplace rules of the Phillips Free Library;
- follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls;
- refrain from engaging in activities that conflict with their fiduciary, ethical, and legal obligations of Phillips Free Library;
- communicate ethical standards of conduct through instruction and example.
- not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- protect and uphold library patrons' right to privacy in their use of the library's resources.
- not be swayed by partisan interests, public pressure, or fear of criticism.
- not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold Phillips Free Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with Phillips Free Library.

Compliance:

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings. The full board will discuss and determine the appropriate action to take. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the

executive director who will report to the Board Personnel Committee. Together the committee and director will make a determination as to discipline or termination.

Approved by Board of Trustees June 21, 2021.