

Code of Ethics Policy (September 26, 2007)

The Principles of this Code are expressed in broad statements to guide ethical decision making by trustees and staff. No code of conduct, including this one, can cover every situation a person may encounter. Nevertheless, the trustees and staff are expected to conduct their business in a manner that brings credit to themselves as individuals and reflects favorably on Andrew Carnegie Free Library & Music Hall.

- **Diversity** – Andrew Carnegie Free Library & Music Hall recognizes the value of diversity in our community. Diversity refers to a broad range of visible and non-visible dimensions that go beyond the race, age, and gender of members of the community. While these are three very important aspects of diversity, there are many more ways in which we differ from each other, such as cultural, educational, functional, regional and stylistic differences. Consistent with our commitment to diversity, we will not discriminate against individuals on the basis of any status protected by applicable laws. We also hire on the basis of individual qualifications and ability relative to job requirements. Advancement is based on merit and demonstrated performance on the job.
- **Conflict of Interest** – Definition: Use by a staff person, volunteer or trustee of the authority of his or her office or any confidential information received through his or her position as a trustee, volunteer or employee for the benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or a member of his or her immediate family is associated. No staff, volunteer or trustee shall engage in conduct, or allow a situation to exist, in which his or her personal interest conflicts with his or her responsibility for honest and fair dealings with Andrew Carnegie Free Library & Music Hall. The appearance of conflict of interest is also considered to be a significant issue.
- **Nepotism** – A staff person or trustee shall not hire or vote for the hiring of any person related by blood or marriage as an employee of Andrew Carnegie Free Library & Music Hall.
- **Harassment** – Andrew Carnegie Free Library & Music Hall will not tolerate unlawful harassment of any kind, including verbal or physical abuse or intimidation. Accordingly, all trustees and staff are expected to treat each other with courtesy, dignity and respect.

- **Financial Reporting** – All entries in the financial records shall always properly reflect the the uses of the funds being tracked as required by GAAP rules.All payments shall be approved only with the intention that they will be strictly used for the purpose stated in the supporting documents.Any employee, volunteer or Trustee who knows of any unrecorded assets or any prohibited act must promptly report it using the process documented in this policy.
- **Respect for the Law** – Andrew Carnegie Free Library & Music Hall will obey the law at all times. The law is the minimum acceptable level of conduct. In addition, our own standards of conduct oblige us to go beyond the legal minimum and to conduct our affairs according to the higher standard.
- **We will protect each library user’s right to privacy and confidentiality** with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

It is the responsibility of the staff person, volunteer or trustee to bring violations of this policy, any suspicions of fraud or other complaints to the attention of Andrew Carnegie Free Library & Music Hall. A trustee should notify the President of the Trustees or the Treasurer. A staff person or volunteer should notify a supervisor unless that supervisor is involved in the violation. In that case the President of the Trustees or the Treasurer should be notified. There shall be no repercussions to the reporting individual as a consequence of this act. Any violation of this policy will be dealt with by the Board of Trustees in accordance with this policy and applicable law.