



Andrew Carnegie Free Library & Music Hall

Code of Ethics Policy (July 2017)

This Code of Ethics Policy expresses broad principles to guide trustees, staff, and volunteers of the Andrew Carnegie Free Library & Music Hall (ACFL&MH). Decision processes and outcomes should bring credit to and reflect favorably upon ACFL&MH and its personnel. Ethical concerns may be subtle and this guidance is not intended to address every situation. As questions arise, staff or volunteers shall report the matter to their supervisors, the Executive Director, Board President, or Board Treasurer, as the case may be, for advice, counsel and resolution.

- **Serving a diverse community** – The ACFL&MH recognizes the value of diversity. Our trustees, staff, and volunteers shall serve patrons regardless of race, age, gender, ethnicity, beliefs, culture, education, income, religion, abilities, sexual identity, or other differences. The ACFL&MH will also reflect the diversity of its community in the composition of its work force, Board of Trustees, volunteers, advisory boards and suppliers, contractors and vendors.
- **Fair hiring and advancement** - The ACFL&MH practices fair hiring and advancement in compliance with Federal, state, and local law. Fair hiring matches individual qualifications and abilities to specific job requirements; fair advancement is based upon merit and demonstrated job performance. Hiring personnel shall recuse themselves from the hiring decision should an employment candidate be related to them by blood or marriage or for any other personal conflict of interest that creates the appearance of a conflict of interest. Likewise, supervisors will be restricted from supervising blood or marriage relatives.
- **Avoiding conflict of Interest** – A trustee, staff member, or volunteer shall not use Library positional authority or confidential information to benefit themselves, their family, or associated business. Personal interest shall not influence the honest and fair discharge of ACFL&MH duties. The appearance of conflict of interest shall also be recognized and avoided.
- **Preventing harassment** – ACFL&MH promotes a safe atmosphere that treats people with dignity, decency and respect. Harassment creates an intimidating, hostile or abusive environment. Trustees, staff, and volunteers shall promptly recognize, prevent, and correct any reported or witnessed harassment. Harassment may include and is not limited to bullying, offensive jokes, name-calling, assault, threats, ridicule, insults, or interference with work or learning performance. Sexual harassment may include and is not limited to unwanted touching, staring, whistling, lewd comments, propositions, or display of sexually suggestive materials.

- **Expected conduct** – Courteous, mutually respectful, pleasant interactions between people, including men and women, are appropriate and expected.
- **Financial management** – Proper funds stewardship is essential to gain and maintain community support. Financial transactions must be transparent and auditable. The Library Director, President of the Board of Trustees, Treasurer, or their appropriate designated representatives may commit or disburse funds. Financial records shall track use of funds in accordance with GAAP rules. A trustee, staff member, or volunteer suspecting financial irregularity must notify their supervisor, Library Director, or trustee.
- **Compliance with law** – Trustees, staff, and volunteers will comply with all applicable laws. In cases where the law does not specify conduct, we shall treat others as we should like to be treated.
- **Privacy and Confidentiality** – Trustees, staff, and volunteers will protect library user's rights to privacy and confidentiality regarding information sought or received, and resources consulted, borrowed, acquired or transmitted. Records or recollection shall not be made available to any government agency except pursuant to process, order or subpoena authorized under the authority of, and pursuant to law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- **Addressing ethical questions** - Staff or volunteers shall bring ethical questions to the attention of their supervisor. If the supervisor is not responsive, or perhaps is involved, the Executive Director, Board President, or Treasurer shall be notified. There shall be no repercussions for reporting ethical questions.
- **Violations** – Violations of this policy or applicable laws may result in disciplinary action up to and including discharge.

The Executive Director, Board President, or Treasurer shall bring ethical issues forward to the Board of Trustees. The Board of Trustees will resolve ethical issues in accordance with this policy and applicable laws.

The members of the Board of Trustees, the Executive Director, the Library Director and Music Hall/Rental Manager shall review the Code of Ethics annually and sign the attached Annual Code of Ethics Statement.