
St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-08**

Policy Title: **Staff Code of Conduct**

Policy Approval Date: **January 2020**

Policy Review Date: **March 2023**

1. Objective

- 1.1 The St. Marys Public Library is committed to maintaining the highest standards of professional excellence consistent with its core values. The Code of Conduct is established to ensure employees adhere to the highest standards of professional conduct;
- 1.2 The Board and its Staff have a shared responsibility to demonstrate integrity, transparency and dignity in all working relationships. The Code of Conduct outlines standards for the conduct for which all employees are accountable. The Code of Conduct is designed to prevent both staff and the St. Marys Public Library from placing the organization at risk; and
- 1.3 All Staff are expected to, and be aware of, the Staff Code of Conduct and related policies, which should be read in conjunction with the Town of St. Marys *Team Member Code of Conduct*.

2. Policy Statement

- 2.1 This policy sets out the expectations of the Board onto Staff, applying to all Staff and Volunteers with the St. Marys Public Library.

3. General Principles

- 3.1 All Staff members must strive to:
 - a. Conduct themselves in a professional manner that protects St. Marys Public Library's reputation, ensuring continued confidence in the Library system;
 - b. Treat all persons with honesty and fairness, with proper regard for the individuals rights;
 - c. Act responsibly in the performance of their duties at all times;
 - d. Be professional and courteous with the public, fellow colleagues, Board members, Town of St. Marys employees, Council, and the Mayor to resolve any issues, concerns or disagreements;
 - e. Carry out duties in a fair, impartial and transparent manner;
 - f. Promote and enforce the health and safety of all who work and use the library;
 - g. Avoid using their position improperly for personal advantage; and
 - h. Ensure all steps are taken to ascertain Personal Information and Confidential Information obtained in during employment is safeguarded and protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, or as required by other legislation.

4. Collections Access, Materials and Library Equipment

- 4.1 Staff are granted generous access to the collection, and may borrow materials without penalty of

overdue fines;

- 4.2 The St. Marys Public Library is dedicated to the following principles of library service with respect to the use of library materials:
 - a. All patrons are entitled to equal and timely access to library materials. This applies equally to members of the public and to staff who are also library users. Library staff do not receive preferential treatment;
 - b. Staff will abide by the Library's rules and procedures for the borrowing and use of library materials. This includes observance of both the system checkout procedures for removing material from the premises, as well as the various local procedures that apply to the use of such things as new books and reference items. Adherence to these rules and procedures ensures the best possible access for all library users; and
 - c. Staff will not engage in the theft, defacement, or unauthorized borrowing of library materials, as they are a violation of public trust and are illegal.
- 4.3 Staff have access the Library's internet, computers and electronic mail services for work-related purposes. Staff are responsible for ensuring their use of these resources is both ethical and lawful, and will be conducted in accordance with all policies of the Town of St. Marys in using these resources;
- 4.4 Staff may, with reasonable and responsible usage, use the library's equipment, access internet and personal email on their own time, provided it does not adversely affect their work or the work of others, and has minimal effect on the library's resources;
- 4.5 Library staff will not make copies of software, nor will staff download software or attachments onto a work computer station without the expressed consent of the Chief Executive Officer or the Town of St. Marys IT department. This is to mitigate the threats of viruses, phishing scams or vulnerabilities to the computers, network or IT infrastructures;
- 4.6 Correspondence sent from a Library email address or on behalf of a library staff member should be treated as a personal document; and
- 4.7 Library staff will adhere to the Town of St. Marys *Social Media Policy*.

5. Alcohol and Drug Use

- 5.1 Staff must never perform their job duties and responsibilities while under the influence of alcohol, drugs or other similar substances;
- 5.2 Impairment in the workplace is unacceptable. All staff are expected to report to work Fit for Duty and remain so for the duration of their shift;
- 5.3 The use, distribution, storage, sale and/or possession of illicit drugs and/or alcohol by a staff member on Library property, is strictly prohibited; and
- 5.4 Staff will adhere to the Town of St. Marys *Fit For Duty* policy, following all provisions within that policy including usage of prescription drugs and consequences for not being Fit for Duty.

6. Workplace Safety/Prevention of Violence

- 6.1 Staff are not permitted to commit any violent act or threatening gestures, or speech against other staff or members of the public;
- 6.2 Staff are not permitted to bring weapons of any kind, or any instruments designated to look like a weapon into the workplace; and
- 6.3 Staff will abide by the *Occupational Health and Safety Act* and the Town of St. Marys *Respect in the Workplace Policy*.

7. Harassment

- 7.1 All staff have the right to work in a workplace which is free of harassment, threats, intimidation, violence or malicious comments;
- 7.2 No violent, intimidating, or threatening behavior or misconduct in any form will be tolerated;
- 7.3 The Library is committed to providing staff with a work environment free of unlawful discrimination or harassment;
- 7.4 No form of harassment, including either sexual or personal harassment, will be tolerated, whether it involves staff or members of the public; and
- 7.5 Staff will adhere to this policy, in conjunction with the Town of St. Marys *Respect in the Workplace Policy* and the *Ontario Human Rights Code*.

8. Related Documents

Public Libraries Act, R.S.O. 1990, c. P44
Ontario Human Rights Code, R.S.O. 1990, c.H.19
Occupational Health and Safety Act, R.S.O 1990, c. O.1
Municipal Freedom of Information Protection of Privacy Act, R.S.O. 1990, c. M.56
Privacy and Access to Information Policy, St. Marys Public Library Policy
Reference and Information Policy, St. Marys Public Library Policy
Respect in the Workplace, Town of St. Marys Policy
Fit for Duty Policy, Town of St. Marys Policy
Social Media Policy, Town of St. Marys Policy
Team Member Code of Conduct, Town of St. Marys Policy

9. History

Date of Latest Board Approval: March 2014, January 2020
Date(s) of Revision(s): March 2006, August 2019, January 2020
Date of next scheduled review: October 2022, March 2023