



Section of Policy Manual: Personnel	Policy No. : PER-12
Subject: Employee Code of Conduct	Policy Approval Date: March 12, 2020
Year of next review: February 2024	Last Review/Revision Date: Replaces Policy # 17,16, 22a ,22b

This policy provides a standard to guide conduct of employees in all matters related to the Gravenhurst Public Library. It covers seven (7) aspects of employee conduct, the purpose of which are to provide a positive work environment:

1. Code of conduct
2. Alcohol & drug policy
3. Smoking at the workplace
4. Gifts and Benefits
5. Cell phone and handheld devices
6. Conflict of Interest
7. Dress code

### **Section 1 – Code of Conduct**

1. All employees of the Gravenhurst Public Library are expected to:
  - a. behave in a manner which is professional, and which upholds the standards of safety and respect for users.
  - b. work together to ensure that the work of the Library, as communicated by the CEO/Chief Librarian, is implemented. In the essence of teamwork, employees share goals with each other, make action plans and complete them together.
  - c. conduct the business affairs of the Library in good faith, and with honesty, integrity, due diligence, and competence.
  - d. serve the public with respect and dignity.
  - e. protect privacy and confidentiality except as otherwise required by law or as authorized by the CEO/Chief Librarian. No employee will share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the Library, including, but not limited to, user information.



- f. refrain from making negative comments, oral or written, that reflect poorly on the Gravenhurst Public Library, its Board, CEO/Chief Librarian, other employees or services. Negative promotion includes, but is not limited to, verbal interactions, personal social/electronic media posts, written formats, and publications. Negative communications to any member of the public through any medium shall not be tolerated and may be grounds for dismissal.
  - g. refrain from inappropriate language, oral or written that interferes with a respectful and harmonious working environment. It includes, but is not limited to: swearing, excessive sarcasm, name calling, mocking or vulgar, obscene, insulting or abusive language.
2. All employees must sign and abide by the **Policy Acknowledgement Statement** (see Appendix A) and the **Employee Confidentiality Statement** (*PAT-01 Privacy, Access to Information and Electronic messages under CASL* Appendix A). These agreements will endure in the event of termination of employment from the Gravenhurst Public Library.

## **Section 2: Alcohol & Drug policy**

Impairment due to alcohol and drug use can adversely affect health, safety, performance and conduct of employees on the job, and impose hardships on other employees, colleagues or library patrons.

The Library's policy statement on alcohol & drugs is intended to:

- a. foster a safe and healthy workplace, free from the negative effects of substance use.
- b. protect employees and others from unnecessary risks of harm;
- c. ensure employees have access to appropriate treatments when warranted.

**Impairment in the workplace is unacceptable. Employees are expected to report to work 'Fit for Duty'.**

The use, distribution, storage, sale and/or possession of illicit drugs and/or alcohol by an employee on Library property, is strictly prohibited.

The use of prescribed or over the counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner and does not endanger other individuals in the workplace.



An employee who reports for work and is found to be under the influence of drugs or alcohol will be directed by the CEO/Chief Librarian or designate, to leave the premises and transportation will be provided. Part-time employees will not be compensated for unworked hours and full time employees will be required to make up time lost.

An employee who fails to adhere to this policy may be subject to discipline up to and including termination (see *PER-10 Professional Development, Performance and Discipline*). The Library encourages early detection of abuse problems and provides employees support to obtain help; however, employees voluntarily seeking or receiving treatment for substance abuse problems are not exempt from this policy. The Library may provide suitable short-term work accommodations for employees to participate in treatment and rehabilitation programs.

The Library will support eligible employees requiring help with substance misuse/abuse problems by facilitating access to appropriate information, education, treatment and follow up care. The provisions of the master contract of the Town of Gravenhurst's insurance carrier will govern payment for any recommended treatment benefit.

Any employee having a drug or alcohol dependency problem, and/or having been determined to have violated this policy will participate in any remedial action and/or treatment necessary to prevent continuation, recurrence or relapse.

Any employee who has a reasonable belief of substance abuse by another employee or of impairment by another employee, is required to report such employee to their direct report (i.e. CEO/Chief Librarian, Board Chair) immediately.

### **Section 3: Smoking at the workplace**

Employees shall not smoke, vape or carry lighted tobacco or other plant products including automatic electronic cigarettes within 20 metres of library property.

### **Section 4: Gifts and Benefits**

Employees must not place themselves in a position where they are under obligation to favour an individual, group, company, organization, firm or any organized entity. Employees must generally refrain from accepting gifts and benefits from firms or individuals, taking into consideration there is a role for moderate hospitality.



## **Section 5: Cell phone and handheld devices**

All library employees are expected to ensure the safe and appropriate use of cell phones and other hand-held wireless communication devices.

Cell phones can be a distraction in the workplace. Employees are expected to exercise discretion in using personal cell phones. Therefore:

- a. making and receiving personal calls and/or texting during work time is to be kept to a minimum and completed during breaks and lunch periods;
- b. personal cell phones should be on quiet, silent or vibrate mode during working hours;
- c. for privacy reasons, employees are prohibited from taking photographs within the library on their cell phone without first obtaining permission from other employees, the CEO/Chief Librarian or library patrons.

## **Section 6: Conflict of Interest**

1. As a public sector employer, the Library Board must ensure that its activities are consistent with public interest. Conflict of interest is a matter of personal responsibility and integrity and should be guided by the principles of service to the public and common sense.
2. Conflict of interest is defined as a conflict between an employee's personal interest and his or her role with the Library as a publicly funded employee. It can be noted that:
  - a. Conflict generally arises when an employee could possibly influence decisions in ways that might lead to personal benefit or advantage.
  - b. Conflict of interest may exist when a monetary gain has been, or may be, conferred on an employee and includes both actual and perceived conflicts. Direct monetary interest is one in which an employee or his or her family could benefit financially from a decision while a larger group of people could not.
  - c. Conflict includes any social, professional, personal or organizational affiliation that is so substantial as to interfere or appear to interfere with an employee's responsibility to the Library.
3. As soon as it arises, an employee is required to disclose to the CEO/Chief Librarian as to the circumstances that may represent an actual, perceived or potential conflict



of interest, including disclosure of financial interests in any entity known to have business, directly or indirectly, with the Library.

4. Having identified an apparent conflict of interest at the Library, the CEO/Chief Librarian shall consult with the employee involved to resolve the apparent conflict in a manner consistent with the best interests of the Library and the rights of the employee, while maintaining the highest ethical standards.

### **Section 7: Dress**

The Library strives to present an approachable and professional image to users and visitors. Employees are requested to wear business or business casual attire which is clean and in good condition. Casual clothing worn at school or at home (e.g. ripped jeans, short shorts, sweatpants, flip-flops), is not suitable for a work environment, unless required for a specific program.

The appearance of Library personnel should help those who deal with the Library feel that they are receiving knowledgeable, courteous, and professional service, thereby helping to foster an atmosphere of mutual cooperation and respect.

### **Related Documents:**

**PER-12 Appendix A** Policy Acknowledgement Statement

**PAT-01** Privacy, Access to Information and Electronic messages under CASL

**PAT-01 Appendix A** Employee Confidentiality Statement

**PER-02** Staff Use of Technology

**PER-03** Staff Use of Social Media

**PER-10** Professional Development, Performance and Discipline