



POLICY

EMPLOYEE CODE OF CONDUCT POLICY **Effective October 28, 2015**

Application

This policy applies to employees of the Mifflin Community Library.

Organizational Code of Conduct

The library and its employees must at all times comply with applicable laws and regulations. Violation of the law or unethical business dealings, including payments for illegal acts, indirect contributions, rebates, and bribery, will not be condoned. All business conduct should be well above the minimum standards required by law and should be able to withstand the closest possible public scrutiny. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek legal advice.

General Employee Conduct

Employees are expected to conduct themselves in a businesslike manner. Drinking, taking illegal drugs, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited on the job.

Employees must not engage in sexual harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in any work area, or accessing inappropriate materials on their computers.

Cell phones and other personal electronic devices should normally be put away during working hours, unless the employee is expecting an essential phone call. Employees should not be spending work time on personal social media sites.

Conflicts of Interest

Employees are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of the library. Employees must not use their positions or the knowledge gained as a result of their positions for private or personal advantage nor should they acquire business interests or participate in entertainment, gifts, personal favors, or preferential treatment that would put them under obligation to another party with whom the library has business dealings. If employees know of or sense the potential for a conflict of interest, they should discuss the facts

with their supervisor.

Kickbacks and Secret Commissions

Acceptance of kickbacks or secret commissions from suppliers or others is strictly prohibited and will result in immediate termination and prosecution to the fullest extent of the law.

Library Funds and Other Assets

Employees who have access to library funds must follow the prescribed procedures for recording, handling, and protecting money. Fraud and dishonesty will not be tolerated. If employees become aware of any evidence of fraud or dishonesty, they should immediately advise their supervisor so that the situation may be investigated.

When an employee's position requires spending library funds or incurring any reimbursable personal expenses, that individual must use good judgment on the library's behalf to ensure that good value is received for every expenditure.

Library funds and all other assets of the library, such as computers, are for library purposes only and not for personal benefit.

Records and Communications

Employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements. Employees must not make or engage in any false record or communication of any kind, including false expense or statistical reports or misleading representations of any kind.

Employees should take care not to speak publicly for the library on any topic without certainty that they are expressing the library's views accurately and that public knowledge of such views is authorized. In particular, donor lists are not to be shared outside the library without Board approval. Employees should also be careful never to compromise the integrity or damage the reputation of the library. In dealing with all proper requests for information or any complaints, employees should always respond promptly and courteously.

Privacy and Confidentiality

Library employees are expected to maintain the confidentiality of library patrons and their records as required by the Pennsylvania Library Code, Section 428, and the Library Confidentiality Act (PA Act 90).

Policy reviewed and approved on August 25, 2021 by the Mifflin Community Library Board of Directors.