Exeter Community Library
Conflict of Interest Policy

1. Purpose

This policy fulfills the Berks County Public Libraries Uniform Requirements and Responsibilities regarding Board Governance: Conflict of Interest. Its purpose is to define the Exeter Community Library's (Library) position on conflicts of interest arising from employment or relationships among close relatives and romantic partners.

2. Policy

To prevent actual or perceived favoritism and to ensure sound management practices, the following standards apply:

- No individual shall be hired or retained in a position where they would supervise, or be supervised by, an immediate family member or someone with whom they have a romantic relationship.
- This restriction applies to all supervisory levels, whether direct or indirect, where influence over work responsibilities, performance evaluations, scheduling, or other managerial decisions may occur.

3. Definition of Immediate Family

For the purposes of this policy, immediate family includes:

- Spouse / Partner
- Parent
- Child or stepchild
- Sibling
- Grandparent
- Grandchild
- In-law
- Legal guardian

4. Changes in Employment Relationships

If a romantic relationship or familial relationship develops between employees after hire, they may continue working for the Library only if none of the prohibited supervisory relationships exist. Should a conflict arise:

- The Library will attempt to adjust reporting or supervisory structures to eliminate the conflict.
- If no suitable adjustment is possible, the employees will be asked to determine which party will resign.
- If the employees are unable to decide, the Library reserves the right to determine which employee will remain employed, at its sole discretion.

5. **Board of Trustees Conflicts**

   If a matter involving the employment or business interests of a Board member's immediate family member or romantic partner comes before the Board, the Board member must recuse themselves from all related discussions and abstain from voting or participating in any decision regarding the matter.

6. **Changes to the Policy**

   This policy may be updated periodically to ensure continued compliance with best practices.

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