

# **HR 103 CODE OF ETHICS**

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## **1. Principle:**

The purpose of a code of ethics for the County of Prince Edward Public Library employees is to foster an understanding of the fundamental rights, privileges and obligations of a library employee. A code of ethics recognizes that a library employee has a responsibility to uphold the basic principles of integrity, honesty, impartiality and common sense. Moreover, in instances where conflict between personal and public interest arise, the County of Prince Edward Public Library employees must forfeit any perceived right to protect a personal interest in favor of that which is of more benefit to the public they serve.

## **2. Policy:**

### **Use of Library Property**

Employees must not use the Library's property, equipment, supplies or services for activities not associated with the discharge of official duties, unless proper authorization from the CEO has been granted.

### **Political Activity**

Employees must exercise discretion when becoming involved in political activities, ensuring that their involvement does not affect the objectivity with which they must discharge their duties.

### **Employment of Relatives**

A relative of a Library employee may be hired or appointed provided that:

- a) they are not assigned to a position where he or she would answer or report directly to a related employee filling a supervisory position with the Library.
- b) the candidate's relative is the best qualified person for the position.

**“Relative”** shall mean an employee's spouse, parent, grandparent, child, grandchild, brother, sister and all those who have acquired any such relationship through marriage.