



## THE EMPLOYMENT RELATIONSHIP

### 02.03.01 Business Ethics and Conduct

It is the policy of the Pueblo City-County Library District to encourage high standards of ethical conduct and behavior in all areas of operations. The District is committed to compliance with the laws, regulations and guidelines which strengthen and promote ethical practices and ethical treatment of employees and members of the community which we serve.

The reputation of PCCLD within our community is built upon the principles of integrity and ethical conduct of all employees. Employees owe a duty to PCCLD, its customers, and the general public to act in a way that merits the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult for an employee to determine the proper course of action, the matter should be discussed with the employee's immediate supervisor, the Director of Public Services, with the Human Resources Department or with the Executive Director.

#### Whistle Blowing

When any breach of ethical or legal conduct is observed by a member of the staff or the community, involving activities undertaken by those representing the District, it should be reported to a member of the PCCLD management team, the Executive Director or Human Resources Department immediately.

The District encourages the reporting of factual information of unethical, dishonest or fraudulent conduct, and prohibits any retaliatory or other punitive actions against the person(s) who reports the alleged conduct. The District will investigate any allegations of fraudulent or dishonest use or misuse of District resources or property, and discourages reporting of allegations that are without merit or are based purely on conjecture.

Compliance with this policy of business ethics and conduct is the responsibility of every PCCLD employee.

~~The successful operation and reputation of PCCLD within our community is built upon the principles of integrity and ethical conduct of all employees. Our reputation for service excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.~~

~~The continued success of PCCLD is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to PCCLD, its customers, and the general public to act in a way that merits the continued trust and confidence of the public.~~

~~PCCLD complies with all applicable laws and regulations and expects its leadership and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.~~

~~In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.~~

~~It is the responsibility of PCCLD employees to become familiar with their obligations for maintaining confidential information they may have access to or come in contact with as a result of their employment.~~

~~Any use of PCCLD's tax exempt number to make purchases exempt from sales tax must be in accordance with regulatory guidelines. PCCLD's tax exemption number is making purchases for the exclusive benefit of the Library; under no circumstances should it be given out to members of the public or used for personal purchases.~~

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### 02.03.01 Business Ethics and Conduct – Employee Responsibilities

PCCLD is committed to and strives to adhere to the principals of the American Library Association's Code of Ethics. Employees are expected to observe the highest standards of conduct, integrity and maintain a high level of professionalism while representing PCCLD. The following broad statements provide a framework to employees' ethical decision-making and behavior:

- Serve the public with respect, courtesy and responsiveness;
- Provide the highest level of services to all library users; responding to all requests in an accurate, unbiased, and courteous manner;
- Uphold the principals of intellectual freedom and resist all efforts to censor library resources;
- Protect library users' rights to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted;
- Recognize and respect intellectual property rights;
- Demonstrate the highest standards of personal integrity, truthfulness and honesty;
- Take responsibility for personal and professional growth to effectively serve our customers, support our programs and the community we serve, encourage the development of co-workers and foster the aspirations of potential members of the library profession;
- Perform all duties without favoritism and without improper influence of private interests, personal beliefs or by family, social or other relationships;
- Make a daily practice of being aware of our responsibility and obligation to be supportive of our co-workers in a truly meaningful and respectful way;
- Respect and comply with the law; avoid engaging in any act that may be detrimental to PCCLD;
- Behave in a manner that promotes public confidence in the integrity of PCCLD;
- Avoid impropriety or any activity that gives the appearance of impropriety;
- Respect, seek to understand and value individual differences, refraining from any form of discrimination against co-workers, customers or others on the basis of their protected status.
- Be open and direct with the community and other interested parties but distinguish between our own personal opinions and PCCLD policy, (Employees may not use their official position to promote or influence partisan politics);
- Avoid any activity that would appear to advance the private interests of employees or others at the expense of library users, co-workers or PCCLD.
- Promote and help maintain a safe work environment for all employees.