

2.11 STAFF ETHICS & RELATIONS WITH THE PUBLIC

The Morinville Community Library aims to always treat staff members and patrons courteously. We take seriously any discriminatory, threatening, abusive or violent behavior against coworkers or patrons. These actions will not be tolerated.

1. Staff members are expected to regard one another as valued colleagues and always treat each member of the library community with respect.
2. The role of the staff shall be that of resource persons, aides, and guides in the provision of public library services and programs, and goodwill representatives of the library.
3. Any staff in contravention of this policy will be dealt with by referencing 2.15.4b Discipline & Termination.
4. Conflicts of Interest/Nepotism:
 - a. Staff are required to support and advance the interests of the library and avoid placing themselves in situations where their personal interests conflict or are perceived to conflict with the interests of the library.
 - b. A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of the Morinville Community Library. A conflict may occur when an interest benefits any member of the employee's family, friends, or business associates.
 - c. Accepting Individual Fees or Gifts: Staff may not accept individual gifts, gratuities, or consideration, for doing work that the library pays them to do. The exceptions to this are "teachers' gifts", promotional gifts or those of nominal value as deemed appropriate by the Director.
 - d. Requirement to Report Conflict of Interest: If Staff or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as library employees, they must report this conflict to Management in writing.
 - e. Reporting a Conflict of Interest: an employee's written reports of a conflict of interest submitted to Management will be placed on file by Management.
 - f. Failure to Comply with the Policy: Staff who fail to comply with this policy are subject to disciplinary action up to and including dismissal.

2.12 TELEPHONE/CELLULAR PHONES/COMPUTER & SOCIAL MEDIA USE

The Library Board understands it may be occasionally necessary to conduct personal business during office hours.

1. Employees shall limit their personal use of the telephone, cellular phone, and computer to their break time.
2. Personal computer use (such as homework, school websites, school email, personal email, etc.) and personal social media use (such as Facebook, Twitter, Instagram, etc.) is permitted at break time on the public computers or personal devices only.
3. Telephone or cellular phone use including texting is permitted for emergencies at Management's discretion.