

STATEMENT OF POLICY AND PROCEDURE

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SECTION 1 - 3.A

CODE OF ETHICS

1. Northern Lights Library System (NLLS) Employees are expected to demonstrate the highest professional and ethical standards.
2. Any violation of professional or ethical standards will result in disciplinary action.
3. It is the responsibility of every employee to become familiar with this Code of Ethics and to govern their conduct and behaviour in accordance with the guidelines below.
4. If an employee requires clarification on ethical or professional standards, they should proactively consult their supervisor.

Guidelines

1. An employee shall, in the course of their duties, uphold all provincial and federal laws.
2. An employee shall, in the course of their duties, uphold NLLS policies and procedures.
3. An employee shall, at all times, act responsibly in the performance of their public duties.
4. An employee shall ensure that their conduct, when in an official capacity, does not bring NLLS into disrepute or damage public confidence.
5. An employee shall behave professionally, respectfully, and courteously at all times, including with their co-workers and the public. They shall endeavor to resolve any work-related disagreements in a respectful manner. See the Grievance Policy for further information.
6. An employee shall make every reasonable means to avoid conflicts of interest.
 - a Where a conflict of interest cannot be avoided it must be disclosed in writing to supervisors.
7. Employees will maintain the confidentiality of private information and understand and abide by FOIP guidelines and other privacy legislation.
8. Employees shall sign and acknowledge acceptance of this policy annually.

NLLS Executive Board Chair

November 24, 2023

Executive Board Chair