

NLLS Code of Ethics

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Subject: **CODE OF ETHICS** | Sec 1, 3A

Reviewed 2025-08-02 | Revised:2025-09-26 | Effective: 2017/05/13

1. Purpose

Northern Lights Library System (NLLS) is committed to upholding the highest standards of integrity, respect, accountability, and service in all workplace relationships and decisions. This policy establishes the ethical expectations for all employees and reinforces our collective responsibility to maintain a respectful, equitable, and professional workplace.

2. Scope

This policy applies to all NLLS employees, whether full-time, part-time, remote and/or temporary.

3. Guiding Principles

NLLS staff are expected to:

- Act with integrity and transparency
 - Promote respect and professionalism
 - Demonstrate accountability
 - Support inclusion and accessibility
 - Serve with excellence
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4. Ethical Responsibilities

Employees are expected to:

- Comply with all laws, including Alberta employment and privacy legislation.
- Follow all NLLS policies, including those on privacy, harassment, and technology.
- An employee shall make every reasonable means to avoid conflicts of interest.

- Where a conflict of interest cannot be avoided it must be disclosed in writing to supervisors.
 - Safeguard confidentiality, including personal, employment, and user information, in accordance with Alberta legislation and the NLLS Privacy and Information Protection Policy (Sec 2-1L).
 - Use NLLS resources responsibly, including time, equipment, funds, and facilities.
 - Report unethical conduct using the process outlined in the Whistleblower Policy (Sec 1-3C) or, where appropriate, the Grievance Policy (Sec 1-3Q).
 - When facing an ethical dilemma, an action or situation that makes them uncomfortable, employees are encouraged to consider:
 - Is it legal and aligned with NLLS policies?
 - Does it reflect NLLS values and my professional obligations?
 - Would I be comfortable if this action were public or on record?
 - Have I consulted with a supervisor or trusted colleague if unsure?
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5. Enforcement

Violations of this policy will be addressed through the NLLS Performance Management Policy (Sec 1-1P) and may result in disciplinary action, up to and including termination.

NLLS prohibits retaliation against employees who, in good faith, report concerns under this policy or related policies such as the Whistleblower Policy.

6. Annual Acknowledgement

All employees will review and acknowledge this Code of Ethics annually.

NLLS Executive Board Chair

September 26, 2025

Date of Approval