

**POL-ADM.2018.25 Title: *Personnel Code of Conduct***



<b>Type:</b>	Human Resources
<b>Authority:</b>	CEO
<b>Resolution No:</b>	BMPL 2018-77 on 4-19-18; POL-ADM.2018.25
<b>Associated Documents:</b>	Ontario Employment Standards Act, SO 2000, c.41
<b>Original Approval:</b>	04-19-2018
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<b>Reviewed On:</b>	

**Purpose**

This Code of Conduct provides a standard to guide conduct of Personnel in all matters related to the Library.

**Scope**

This policy refers to all class of Personnel as identified in HR1 General.

**ADM.2018.25.01 Expectations**

1. All Personnel are expected to behave in a manner which is professional, and which upholds the standards of safety and respect for BMPL users.
2. All Personnel shall behave in accordance with the POL-PUB.2018.65 *Rights and Responsibilities of BMPL Users* and all policies which refer to conduct, including the Corrective Action Procedures and Termination and Severance of Employees.
3. Infractions shall be addressed by the direct supervisor and/or CEO according to the Corrective Action Policy.

**ADM.2018.25.02 Responsibility to BMPL and Co-Workers**

1. All Personnel are responsible for:
  - 1.1. Conducting the business affairs of the BMPL in good faith, and with honesty, integrity, due diligence, and competence.
  - 1.2. Serving the public with respect and dignity.
  - 1.3. Protecting privacy and confidentiality except as otherwise required by law or as authorized by the CEO. No personnel will share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the BMPL, including but not limited to BMPL user information.
  - 1.4. Refraining from use of any form of public negative promotion or defamation of the library, museum, gallery, its Board, CEO, other employees, Personnel, or services. Negative promotion includes, but is not limited to, verbal interactions, personal social/electronic media posts, written formats, audio/video, and publications. Negative communications to any member of the public through any medium shall not be tolerated and may be grounds for dismissal.
2. All Personnel must sign and abide by the *Code of Conduct* and the *Agreement to Comply with the Code of Ethics*. These agreements endure in the event of termination from the Blue Mountain

Public Library. Whistle Blower legislation is not deemed a breach of confidentiality, as long as the confidential information is reported to the appropriate body.

### **ADM.2018.25.03 Acceptable Use of Property**

The BMPL property, technology, hardware and software, intellectual property and materials available to Personnel are provided for the purpose of conducting the work of the library, museum and gallery and shall be utilized only as authorized, and not for personal use. Information attained during the conduct of the employee's/volunteer's work at the library, museum or gallery must not be used for personal purposes, or prematurely released to any member of the public without explicit permission from the CEO.