

## CODE OF ETHICS FOR EMPLOYEES

### I. Section 1. Purpose.

The Board of Trustees of the Guilderland Public Library of Guilderland, New York (“Library”) recognizes that there are rules of ethical conduct for employees, which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. Therefore, Board of Trustees hereby promulgates these rules of ethical conduct for the employees of the Guilderland Public Library. These rules of ethical conduct as adopted, shall not conflict with, but shall be in addition to any other general or special law relating to ethical conduct and interest in contracts of employees.

### II. Section 2. Definitions.

- A. “Employee” shall mean an agent or employee of the Guilderland Public Library.
- B. “Interest” shall mean a direct or indirect pecuniary or material benefit accruing to an employee as the result of a contract or agreement with the Library. For purposes of this policy, an employee shall be deemed to have an interest in the contract of (1) his/her spouse, minor children and dependents, except a contract of employment with the Library; (2) a firm, partnership or association of which such employee is a member or employee; (3) a corporation of which such employee is an officer, director or employee; and (4) a corporation, of which five percent or more of outstanding stock is owned or controlled directly or indirectly by such employee.

### III. Section 3. Standards of Conduct.

- A. Library employees shall:
  - (1) Provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
  - (2) Uphold the principles of intellectual freedom and resist all efforts to censor library resources.
  - (3) Protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted, consistent with existing law;
  - (4) Recognize and respect intellectual property rights;
  - (5) Treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of library employees;
  - (6) Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library;

(7) Distinguish between one's personal convictions and professional duties and not allow personal beliefs to interfere with fair representation of the aims of the Guilderland Public Library or the provision of access to library resources;

(8) Strive for excellence in the profession by maintaining and enhancing one's own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

B. Every employee of the Library shall be subject to and abide by the following standards of conduct:

(1) Gifts. (S)he shall not, directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five (\$75) dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

(2) Confidential Information. (S)he shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interests. In addition, (s)he shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees, whether such information is considered "confidential" or not.

(3) Compensation for Services Rendered. (S)he shall not receive, or enter into any agreement, express or implied, for compensation for any services, other than those services for which (s)he is employed as an employee of the Library, to be rendered in relation to any matter before the Library.

(4) Disclosure of interest in matters or resolutions before the Board of Trustees. To the extent that (s)he knows thereof, any employee of the Library, who now has, will have, or later accepts an interest in or whose spouse has, will have, or later acquires an interest in any (a) actual or proposed contract, (b) purchase agreement, (c) lease agreement or other agreement, including oral agreements, with the Library, or who participates in the discussion or gives official opinion to the Library on any matter or resolution before the Library, shall immediately and publicly disclose, in writing to his/her supervisor or to the Board of Trustees, the nature and extent of any direct or indirect financial or other private interest (s)he has in such matter or resolution. It is incumbent upon any employee to recuse him or herself immediately whenever the appearance of or a conflict exists.

(5) Investments in conflict with official duties. (S)he shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties.

(6) Private employment. (S)he shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with, or impairs the proper discharge of, his/her official duties.

(7) Future employment. (S)he shall not, after the termination of employment with the Library, appear before any board or agency of the Library, in relation to any case, proceeding, agreement or application in which (s)he personally participated during the period of his/her employment or which was under his/her active consideration.

(8) Conflicts of Interest Prohibited. Except as provided below, (s)he shall not have an interest in any contract with the Library when (s)he, individually or as an employee, has the power or duty to (a) negotiate, prepare, authorize or approve payment there under; (b) audit claims or bills under the contract; or (c) appoint an officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer, or his/her deputy or employee, shall have an interest of more than 5% in a bank or trust company designated as a depository paying agent, registration agent or for investment of funds of the Library.

(9) Exceptions. The provisions of (8) above shall not apply to:

(a) the designation of a bank or trust company as a depository, paying agent, registration agent or for investment of funds, except when an employee has an interest in such bank or trust company;

(b) a contract with a person, firm, corporation or association in which (s)he has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;

(c) the designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice, resolution, ordinance or other proceeding where such publication is required or authorized by law;

(d) a contract with a membership corporation or other voluntary non-profit corporation or association;

(e) the sale of bonds and notes pursuant to Section 60.10 of the local finance law;

(f) a contract in which (s)he has an interest if such contract was entered into prior to the time (s)he was appointed, but this shall in no event authorize a renewal of any such contract;

(g) ownership of shares of stock of less than 5% in a publicly traded company

(h) any other exceptions as specified in Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of employees.

C. Any employee who has knowledge of a violation of the Code of Ethics by any other employee or officer shall report such information to his/her supervisor or Department Head. If the incident involves a Supervisor or Department Head, the employee should contact the Assistant Director or Director. If the matter involves the Assistant Director or Director, the employee shall contact any officer of the Board of Trustees.

#### IV. Section 4. Lawful Benefits.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former employee of any claim, account, demand or suit against the Library arising out of any personal

injury or property damage or for any lawful benefit authorized or permitted under the laws of the State of New York.

V. Section 5. Distribution of Code of Ethics.

The Executive Director shall distribute a copy of this Code of Ethics to every employee of the Library within 10 days after the effective date of this resolution. New employees will receive a copy upon appointment. Failure to distribute any such copy or failure of any employee to receive such copy shall have no effect on the duty of compliance with this code.

VI. Section 6. Penalties.

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be suspended, with or without pay, or removed from employment, as the case may be, in the manner provided by law or contract.

Revised: January 17, 2019

POLICY

**CODE OF ETHICS FOR EMPLOYEES POLICY CERTIFICATION**

This is to certify that I have received a copy of the Guilderland Public Library Code of Ethics for Employees Policy, and that I have read and understand the policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Guilderland Library Position/Title: \_\_\_\_\_

POLICY