

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Code of Ethics	Page(s):	1
Subject:	<b>Code of Ethics</b>	Revised Date:	Sept 8, 2018
			Sec 1, 3A
		Reviewed:	July 23, 2018

### **CODE OF ETHICS**

1. NLLS Employees must demonstrate the highest professional and ethical standards when dealing with co-workers, board members, member library staff, customers and other individuals who deal with NLLS in the conduct of business. Any violation of the Code will be cause of immediate and appropriate disciplinary action.
2. It is the responsibility of every employee to become familiar with the Code of Ethics and to govern their conduct and behavior in accordance with the guidelines below. If unsure, the employee should proactively consult their supervisor.

#### **Guidelines:**

1. An employee shall, in the course of their duties, uphold the provincial and federal laws.
2. An employee shall ensure that their conduct, when in an official capacity, does not bring NLLS into disrepute or damage public confidence.
3. An employee shall, at all times, act responsibly in the performance of their public duties.
4. 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 based on reasonable expectations. See Grievance Policy.
5. An employee shall ensure their position is not used for personal advantage.
6. An employee shall ensure that personal or confidential information obtained in the course of their employment is not divulged.
7. An employee shall, in the course of their duties, uphold NLLS policies and procedures.
8. Employees shall sign and acknowledge acceptance of this policy annually.

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NLLS Executive Board Chair

Sept 8, 2018  


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Date of Approval