



Section of Policy Manual: Personnel	Policy No. : PER-12
Subject: Employee Conduct	Policy Approval Date: June 12, 2025 Date Last Approved: March 12, 2020
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This policy provides a standard to guide conduct of employees in all matters related to the Gravenhurst Public Library. It covers eight (8) aspects of employee conduct, the purpose of which are to provide a positive work environment:

1. Code of Conduct
2. Alcohol and drug policy
3. Smoking at the workplace
4. Gifts and benefits
5. Cell phone and handheld devices
6. Computer, internet, e-mail and social media usage
7. Conflict of interest
8. Dress code

### **Section 1: Code of Conduct**

1. All employees of the Gravenhurst Public Library are expected to:
  - a. behave in a manner which is professional, and which upholds standards of safety and respect for users;
  - b. work together to ensure that the work of the Library, as communicated by the CEO/Chief Librarian, is implemented. In the essence of teamwork, employees share goals with each other, make action plans and complete them together;
  - c. conduct the business affairs of the Library in good faith, and with honesty, integrity, due diligence, and competence;
  - d. serve the public with respect and dignity;
  - e. protect privacy and confidentiality except as otherwise required by law or as authorized by the CEO/Chief Librarian. No employee will share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the Library, including, but not limited to, user information;
  - f. refrain from making negative comments, oral or written, that reflect poorly on the Gravenhurst Public Library, its Board, CEO/Chief Librarian, other employees or services. Negative promotion includes, but is not limited to,



- verbal interactions, personal social/electronic media posts, written formats, and publications. Negative communications to any member of the public through any medium shall not be tolerated and may be grounds for dismissal;
- g. refrain from inappropriate language, oral or written that interferes with a respectful and harmonious working environment. It includes, but is not limited to: swearing, excessive sarcasm, name calling, mocking or vulgar, obscene, insulting or abusive language.

2. All employees must sign and abide by the **Policy Acknowledgement Statement** (see Appendix A) and the **Employee Confidentiality Statement** (*PAT-01 Privacy, Access to Information and Electronic messages under CASL Appendix A*). These agreements will endure in the event of termination of employment from the Gravenhurst Public Library.

## **Section 2: Alcohol and drug policy**

Impairment due to alcohol and drug use can adversely affect health, safety, performance and conduct of employees on the job, and impose hardships on other employees, colleagues or library patrons.

The Library's policy statement on alcohol and drugs is intended to:

- a. foster a safe and healthy workplace, free from the negative effects of substance use;
- b. protect employees and others from unnecessary risks of harm.

**Impairment in the workplace is unacceptable. Employees are expected to report to work fit for duty.**

The use, distribution, storage, sale and/or possession of illicit drugs and/or alcohol by an employee on Library property, is strictly prohibited.

The prescriptive use of prescribed or over the counter drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner and does not endanger other individuals in the workplace.

An employee who reports for work and is found to be under the influence of drugs or alcohol will be directed to leave the premises and transportation will be provided. An employee who fails to adhere to this policy may be subject to discipline up to and



including termination (see *PER-10 Professional Development, Performance and Discipline*).

### **Section 3: Smoking at the workplace**

Employees shall not smoke, vape or carry lighted tobacco or other plant products including automatic electronic cigarettes on library property.

### **Section 4: Gifts and benefits**

Employees must not place themselves in a position where they are under obligation to favour an individual, group, company, organization, firm or any organized entity. Employees must generally refrain from accepting personal gifts and benefits from firms or individuals, taking into consideration there is a role for moderate hospitality.

### **Section 5: Cell phone and handheld devices**

All library employees are expected to ensure the safe and appropriate use of cell phones and other hand-held wireless communication devices.

Cell phones can be a distraction in the workplace. Employees are expected to exercise discretion in using personal cell phones. Therefore:

- a. making and receiving personal calls and/or texting during work time is to be kept to a minimum and completed during breaks and lunch periods;
- b. personal cell phones should be on quiet, silent or vibrate mode during working hours;
- c. for privacy reasons, employees are prohibited from taking photographs within the library on their personal cell phones without first obtaining permission from other employees, the CEO/Chief Librarian and/or library patrons.

### **Section 6: Computer, internet, e-Mail and social media usage**

The Gravenhurst Public Library Board recognizes the importance of computers, the internet and social media as work tools and sources of information. The Library provides computers, devices and access to the internet needed by employees to work while recognizing the need to protect its network, systems, resources, and the Library's image. This policy sets our requirements and provides guidelines for employees who use the Library's computers for personal or business purposes and who engage in the



Library's online and social media channels as part of their jobs. In this context, social media means any application, account, or site created or used for online publishing, discussions, file sharing and social networking.

#### 1. Personal Use of Library Computer Equipment

- a. While working in the Library, employees may make reasonable personal use of the Library's computer equipment, access to the internet and e-mail on their own time, provided it does not adversely affect their work or the work of others and has minimal effect on the Library's resources.
- b. Computer resources **cannot** be used for private financial gain or commercial purposes.
- c. Making copies of software is prohibited.
- d. Downloading software or attachments onto a work computer increases the risk of a virus throughout the network. Employees should consult with IT staff before downloading files or software.

#### 2. General Use of Library Computer Equipment

- a. Employees are encouraged to avail themselves of the internet including using social media for the benefit of the Library. This may include general research on work related issues, following social media as part of ongoing professional development, employee or user training, and participating in online forums. However, the Library's computers, network, and access are not to be used to undertake deliberate activities that waste employee time or networked resources.
- b. The Library's computers, network and access to the internet are **not** to be used to:
  - i. Introduce any form of malicious software into the network;
  - ii. Visit internet sites that contain obscene, hateful, pornographic or illegal material;
  - iii. Perpetrate any form of fraud, including software, film or music piracy;
  - iv. Hack into unauthorized areas;
  - v. Send offensive or harassing material.



- c. Any correspondence sent from the Library's email address, or when an employee is identified as a member of the staff of the Library, should be treated as a professional document.
- d. Employees must observe the Library's standard of **confidentiality**, including all privacy legislation, when communicating electronically.
- e. Passwords and access codes must not be disclosed to unauthorized employees or the public.
- f. The CEO/Chief Librarian will investigate any suspected misuse of resources. Any inappropriate, excessive or abusive usage may result in an employee's access privileges being limited or revoked and the employee may be subject to disciplinary measures up to and including termination.

### **Section 7: Conflict of interest**

1. As a public sector employer, the Library Board must ensure that its activities are consistent with public interest. Conflict of interest is a matter of personal responsibility and integrity and should be guided by the principles of service to the public and common sense.
2. Conflict of interest is defined as a conflict between an employee's personal interest and their role with the Library as a publicly funded employee. It can be noted that:
  - a. Conflict generally arises when an employee could possibly influence decisions in ways that might lead to personal benefit or advantage.
  - b. Conflict of interest may exist when a monetary gain has been, or may be, conferred on an employee and includes both actual and perceived conflicts. Direct monetary interest is one in which an employee or their family could benefit financially from a decision while a larger group of people could not.
  - c. Conflict includes any social, professional, personal or organizational affiliation that is so substantial as to interfere or appear to interfere with an employee's responsibility to the Library.
3. As soon as it arises, an employee is required to disclose to the CEO/Chief Librarian as to the circumstances that may represent an actual, perceived or potential conflict of interest, including disclosure of financial interests in any entity known to have business, directly or indirectly, with the Library.



4. Having identified an apparent conflict of interest at the Library, the CEO/Chief Librarian shall consult with the employee involved to resolve the apparent conflict in a manner consistent with the best interests of the Library and the rights of the employee, while maintaining the highest ethical standards.

### **Section 8: Dress code**

The Library strives to present an approachable and professional image to users and visitors. Employees are requested to wear business or business casual attire which is clean and in good condition. Casual clothing worn at school or at home (e.g. ripped jeans, short shorts, sweatpants, flip-flops), is not suitable for the work environment, unless required for a specific program.

### **Related Documents:**

***Gravenhurst Public Library PER-12 Appendix A Policy Acknowledgement Statement***

***Gravenhurst Public Library PER-06 Hiring and Orientation***

***Gravenhurst Public Library PAT-01 Privacy, Access to Information and Electronic messages under CASL***

***Gravenhurst Public Library PAT-01 Appendix A Employee Confidentiality Statement***

***Gravenhurst Public Library GOV-09 Diversity Equity and Inclusion***

***Gravenhurst Public Library PER-10 Professional Development, Performance and Discipline***