

4.	PERSONNEL	
4.4.	Code of Conduct	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

4.4.1. All Library Board members, employees and volunteers acting on behalf of the Library share certain ethical and legal responsibilities and shall:

- 4.4.1.1. Conduct Library business in compliance with applicable legislation and regulations;
- 4.4.1.2. Treat all Library Board members, employees, volunteers, users, suppliers, and community and business partners with respect, dignity, fairness and honesty;
- 4.4.1.3. Declare situations where personal interests are, or may be perceived to be, in conflict with the Library's interests, and/or may result in personal gain;
- 4.4.1.4. Safeguard and properly use the Library's proprietary and confidential information;
- 4.4.1.5. Be familiar with and conduct themselves in accordance with the Library's policies, procedures and guidelines as is relevant to their roles.