

HR-02	EMPLOYEE CODE OF CONDUCT		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

1. PURPOSE

To help employees work together harmoniously according to the standards established by the Library. The Code aims to clarify the Library's expectations of employees, and reaffirms the Library Board's commitment to fostering a supported and empowered staff.

2. SCOPE

The Code of Conduct applies to all Library employees.

3. DEFINITIONS

Nil.

4. EMPLOYEE CODE OF CONDUCT

- a. The Library shall help employees to perform at their best, and shall not condone behaviour in the workplace that is unacceptable and likely to undermine work relationships, productivity or Library reputation.
- b. All Library employees agree to:
 - i. Take responsibility to learn and follow all workplace policies and procedures necessary for safe, positive and effective service;
 - ii. Speak and behave in a manner that is respectful, professional and courteous towards all persons whether they are co-workers, colleagues, peers, volunteers or Library patrons;
 - iii. Take responsibility for personal behaviour and maintain orderly personal/common work areas, recognizing that first impressions can have a lasting impact on public perceptions of service;
 - iv. At all times take responsibility for contributing to a positive, friendly environment that fosters collaboration;
 - v. Dress appropriately, in a manner that is consistent with the responsibilities of their position, so as to project a favourable image of the Library;
 - vi. Be dependable and responsible by arriving for work and meetings on time, completing assigned work on schedule, communicating proactively, being considerate of co-workers' time and showing respect for Library property and resources; and
 - vii. Respond appropriately when given constructive feedback and exhibit efforts to improve performance.
- c. Refrain from behaviors which can result in discipline up to and including dismissal, which include (but are not limited to):
 - ◆ Excessive tardiness
 - ◆ Failure to notify of an absence
 - ◆ Insubordination
 - ◆ Rude, offensive or abusive language in the workplace
 - ◆ Failure to follow prescribed safety practices concerning protective equipment, correct cash handling procedures

HR-02	EMPLOYEE CODE OF CONDUCT		
APPROVED	19 January 2022	EFFECTIVE	2021
AMENDED	New	NEXT REVIEW	2026

- ◆ Alcohol and drug use in the workplace
- ◆ Dishonesty
- ◆ Misuse of confidential information
- ◆ Theft
- ◆ Failure to meet Conflict of Interest requirements

5. APPLICATION

- a. Library employees agree that successful employment is contingent upon following the Employee Code of Conduct and Library policies, procedures and guidelines.
- b. Library employees in breach of this Code may be subject to coaching, performance management and discipline up to and including dismissal.

RELATED POLICIES

HR-03	Conflict of Interest
HR-04	Personal Employee Information
HR-14	Attendance Management
HR-16	Disciplinary Action, Termination & Resignation
HR-31	Substance Use
HR-37	Respect in the Workplace