

## **Board of Trustees and Library Employee Ethics Policy**

(Adopted June 2020)

The Stickney-Forest View Public Library District is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Stickney-Forest View Public Library District with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

### **Guiding Principles:**

- Board members and employees should uphold the integrity of the Stickney-Forest View Public Library District and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Stickney-Forest View Public Library District.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Stickney-Forest View Public Library District to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.
- Board members and employees should not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off) and shall not intentionally misappropriate any Library property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.
- Employees should not be required to perform any prohibited political activity (1) as part of the employee's job duties, (2) as a condition of employment, or (3) during any time off that is compensated by the employer (including vacation, personal, or compensatory time off). 5 ILCS 430/5-15(b). Nor can an employee be required to participate in prohibited political activities in return for additional compensation or benefits or be awarded additional compensation and benefits for engaging in any prohibited political activity.

- Board members and employees, their spouses and any immediate family living with the Board member or employee should not intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation except as provided in Article 10 of the State Officials and Employees Ethics Act, 5 ILCS 430/10.
- Board members and employees should adhere to the sexual harassment policy adopted by the Library.

**Therefore:**

To preserve and uphold the Stickney-Forest View Public Library District's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Stickney-Forest View Public Library District

**Compliance:**

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the officers of the Board to discuss the issue. The officers will make a recommendation to the full Board based on their findings. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the executive director who will make a determination as to discipline or termination based on his or her findings.

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SFVPLD Employee Manual