

<b>Jessamine County Public Library</b> <b>Trustee and Employee Ethics Policy</b>		
Effective date: 06-14-2012	Last revised: 07-20-2022	Last reviewed: 07-20-2022

The Jessamine County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Trustees and Employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

**Guiding Principles:**

- Trustees and Employees should uphold the integrity of the Library and should perform their duties impartially and diligently.
- Trustees and Employees should not discriminate in any manner that violates local, state, and federal law.
- Trustees and Employees should protect and uphold library customers' right to privacy in their use of the Library's resources.
- Trustees should immediately disclose to the Board any conflict of interest they may have with regard to any official action or business before the Board and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Trustees and Employees should avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Trustees and Employees should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Trustees and Employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Trustees or Employees.
- Trustees and Employees should not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Trustees and Employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Trustees and Employees should strive to uphold the integrity of the Library and be respectful to their fellow Trustees and Library Employees in all settings.

**Compliance:**

If any Trustee or the Executive Director appears to be in conflict with the "Guiding Principles" above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Trustee or Executive Director as to how the conflict may be rectified. Failure to rectify the conflict to the satisfaction of the Board may result in a Board recommendation for the removal of the offending Trustee or termination of the Executive Director. 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 the findings.

**Acknowledgement:**

The following statement will be completed and signed by each Trustee at the beginning of each fiscal year. This requirement does not absolve any Trustees of their independent obligation to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be retained as a part of the Library's financial records:

I, \_\_\_\_\_, acknowledge my review of the Library's Ethics Policy. As a part of my commitment to the transparent administration of the Library's business and finances, I affirm as follows:

- I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library's business and finance.
  
- I disclose the following known affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_