



Code of Business Conduct

Sachem Public Library staff members, including administrators, are expected to conduct themselves in a businesslike manner. As such, staff must comply with all applicable laws and regulations. Staff must ensure that their actions cannot be interpreted as being in any way in contravention of the laws and regulations governing the Library's operations. The Library will not condone staff activities that achieve results through violation of the law or unethical business dealings, including payments for illegal acts, indirect contributions, rebates, or bribery.

Staff uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek the advice of Administration.

Staff Conduct

Businesslike conduct is presupposed. Drinking intoxicating beverages, the use of illegal drugs or other intoxicating substances, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job.

Staff must not engage in any form of harassment or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, accessing inappropriate materials on their computer or engaging in bullying behavior. Staff should refer to their Personnel Manual for further clarification of these and other relevant policies.

Conflicts of Interest

The Library expects that staff will perform their duties conscientiously, honestly, and in accordance with the best interests of the Library. Staff must not use their position or the knowledge gained as a result of their position for private or personal advantage. They must avoid conflict of interest or engage in any actions that give the appearance of such. Conflict of interest shall mean direct or indirect financial or material benefit not available to other district residents of taxpayers, including when staff, staff's spouses or members of their households are owners, partners, members, officers, or employees, or directly or indirectly own or control more than 5% of an organization's outstanding stock. Regardless of the circumstances, if staff members sense that a course of action they pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with the Library, they should immediately communicate all the facts to their supervisor or Administrator.

Outside Activities

Staff must avoid acquiring any business interest or participating in any other activity outside the Library that would or would appear to create a conflict of interest—an obligation, interest, or distraction—that may interfere with the independent exercise of judgment in the Library's best interest.

Relationships with Vendors

Staff should avoid investing in or acquiring a financial interest in any business that could influence or create the impression of influencing a business-related decision. This would include contractors as well as providers of goods or services to the Library.

Outside Remuneration

Staff must not accept entertainment, gifts, preferential treatment, or personal favors that could in any way influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Library has, or is likely to have, business dealings.

Kickbacks and Secret Commissions

Staff may not receive payment or compensation of any kind, except as authorized by the Library Board of Trustees. In particular, the Library strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or those with whom the library has contractual relationships. Any breach of this rule will result in the institution of termination proceedings and prosecution to the fullest extent of the law.

Library Funds and Other Assets

Staff members who have access to Library funds in any form must follow the prescribed procedures for recording, handling, and protecting money. The Library imposes strict standards to prevent fraud and dishonesty. If staff becomes aware of any evidence of fraud or dishonesty, they should immediately advise their supervisor or Administration so that the Library can promptly investigate further.

When a staff member's position requires spending Library funds or incurring any reimbursable personal expenses, proper judgment must be used to ensure good value is received.

Library funds and all other assets of the Library are for Library purposes only and not for personal benefit. Library assets include time at work and work product, as well as Library equipment and vehicles, computers and software, Library information and name. Staff members must have prior permission from the Director before using any Library asset for personal use. This includes information or work products such as library-crafted programming.

Library Records

Accurate and reliable records of many kinds are necessary to meet the Library's legal and financial obligations and to manage the affairs of the Library. The Library's ledgers and records must reflect in an accurate and timely manner all business transactions. Staff members responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Staff must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to false expense, attendance, production, financial, or similar reports and statements.

External Communications

Staff must take care to separate their personal roles from their Library positions when communicating on matters not involving Library business. Staff must not use Library identification, stationery, supplies, and equipment for personal or political matters. When communicating publicly on matters that involve Library business, staff must not presume to speak for the Library on any topic without the prior approval of the Director. When dealing with anyone outside the Library,

including public officials or representatives of the media, staff must take care not to compromise the integrity or damage the reputation of either the Library, or any outside individual, business, or government body.

Protection of Personal Data

When handling financial and personal information about patrons, staff, or others with whom the Library has dealings, staff should collect, use, and retain only the personal information necessary for the Library's business. Whenever possible, relevant information should be obtained directly from the person concerned. The Library takes appropriate measures to protect the physical security of this information and retains this information for as long as required by law or longer if necessary.

Internal access to personal information must be limited to those with a legitimate business purpose and used solely for the purposes for which it was originally obtained. External access to personal information, unless the legal process or a contractual obligation provides otherwise, requires the consent of the person/organization concerned.

Diligent adherence to this *Code of Business Conduct* will enable the Library to preserve the integrity of its financial and business activities and uphold the accounting and financial reporting standards established by the Governmental Accounting Standards Board as set forth for government entities.