

# ***Warren-Newport Public Library District*** **Staff Manual**

## **104 Ethics and Conduct**

Effective Date: 07/12/2006

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The successful business operation and reputation of the Warren-Newport Public Library District (WNPLD) is built upon the principle of good ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and the letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of WNPLD is dependent upon our patrons' trust, and we are dedicated to preserving that trust. Employees owe a duty to WNPLD, its patrons, and its trustees to act in a way that will merit the continued trust and confidence of the public.

WNPLD will comply with all applicable laws and regulations and expects its Executive Director and employees to do their work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If you encounter a situation with which you have difficulty determining the proper course of action, you should discuss the matter openly with your immediate supervisor and, if necessary, with the Executive Director for advice and assistance.

Compliance with this policy of business ethics and conduct is the responsibility of every WNPLD employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.