

Trent Lakes Public Library



Policy Type:	Human Resources	Policy Number:	HR - 13
Policy Title:	Code of Ethics: Board and Committees	Initial Policy Approval Date:	June 2019
		Last Review/Revision Date:	
		Year of Next Review:	2024

The Trent Lakes Public Library Board is committed to the highest level of integrity and ethics in all of its dealings in accordance with all current legislation, Board by-laws and policies.

The Board is subject to the Municipal Conflict of Interest Act, RSO. 1990, c. M.50 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56 (“MFIPPA”).

Section 1: Scope

This policy applies to the following:

- The Board and its individual members
- Committees of the Board; and
- The CEO.

Section 2: Loyalty and Unity

The Board and CEO shall:

- Behave in a manner consistent with the Municipal Conflict of Interest Act
- Act in the interests of the TLPL and the community served, over and above other interest group involvement, membership in other organizations, or personal interests
- Express individual viewpoints but work harmoniously with the Board toward consensus as much as possible
- Once a matter has been decided by resolution, individual Board Members may be free to speak publicly on the matter, provided they speak with “one voice” supporting the decision
- Support the Chair who may represent the Board to outside parties, including media, but may not speak for the Board on matters not yet decided

Section 3: Financial Accountability

The Board and CEO shall:

- Avoid situations where personal advantage or financial benefits may be gained and not use “inside information” in personal or private business

- Avoid using position to obtain employment for self, family, or friends; and
- Withdraw from the Board if seeking employment with the Trent Lakes Public Library or the Municipality of Trent Lakes

HR-13 Code of Ethics (continued)

Section 4: Professional Accountability

The Board and CEO shall:

- Respect the agenda and abide by the Chair's decisions on the rules of order
- Attend regularly and inform the Board Secretary and Chair about expected absences before meetings
- Be prepared for all Board and committee meetings and use meeting time productively
- Consider the best interests of current and future communities in making decisions
- Respect confidentiality of all information discussed in Closed Sessions
- Do not have conversations about library meetings or decisions through e-mail
- Refrain from individually directing the CEO or the staff

Section 5: Personal Accountability

The Board and CEO shall:

1. Treat others in a courteous, dignified and fair manner
2. Be respectful in person and in e-mails with the board
3. Encourage and respect diversity of viewpoints and skills
4. Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial, and national library, museum and gallery organizations
5. Support the Intellectual Freedom Policy as it pertains to the selection of materials

Section 6: Reporting and the Integrity Commissioner

If there is an issue:

1. Any member may file a statement of perceived violation to the Chair or Vice Chair who will attempt to rectify the situation
2. At any time, as a Local Board, as defined by the Municipal Conflict of Interest Act, the Library Board or member may utilize the Trent Lakes contracted or other Integrity Commissioner for any perceived violations of this Code of Ethics

Related Documents:

Human Rights Code, R.S.O. 1990, chapter H.19, section 5 (1).

Bill 132: An Act to amend various statutes with respect to sexual violence, sexual harassment, domestic violence and related matters (Statutes of Ontario, 2016, Chapter 2)

Bill 168: An Act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace and other matters. (Statutes of Ontario, 2009, Chapter 23)

Trent Lakes Public Library Policy **HR-08: Prevention of Workplace Violence**

Trent Lakes Public Library Policy **OP- 02 Safety, Security and Emergency**

Municipal Conflict of Interest Act, RSO. 1990, c. M.50

Municipal Freedom of Information and Protection of Privacy Act, RSO. 1990, cM.56

HR-13 Code of Ethics (continued)

Appendix A

Program to Address Discrimination and Workplace Harassment

1. Awareness of Discrimination and Workplace Harassment Policy and Program

The *Workplace Harassment and Discrimination Policy* (HR-07) will be included in the library's policy binder and will be posted in the staff area along with this *Workplace Harassment Program* information.

2. Training on Discrimination and Workplace Harassment Policy and Program

All employees and volunteers will receive information and instruction on the contents of policy HR-07 and the related program, as part of the initial orientation and renewed on an annual basis. Each person will sign off that they received this training and this information will be included in the training records for library staff.

3. Reporting Incidents of Discrimination and Workplace Harassment.

Any employee or volunteer subjected to discrimination or harassment in the workplace should discuss the situation with the CEO. In the event that there is a complaint against the CEO or a conflict of interest, a complaint shall be filed with the board chair. The library board may conduct an investigation or designate an individual to investigate and issue a report.

At any time during a meeting or interview concerning a complaint, both the employee lodging the complaint and the person against whom the complaint has been lodged has the right to be represented and accompanied by a person of his or her choice.

Any related documents or materials having to do with the complaint are to be made available and the employee with a complaint must provide written notes about the events leading up to the complaint which include:

- a) What happened – a description of the events or situation
- b) When it happened – dates and times
- c) Where it happened
- d) Who saw the incident, if anyone

In the case of harassment, information about the incident or complaint, including identifying information about any individual involved will be kept confidential unless disclosure is necessary for the purpose of investigation or taking corrective action, or required by the law.

4. Complaint Investigation and Resolution Procedures

An investigation that is appropriate in the circumstances will be conducted into incidents and complaints of harassment. The CEO will advise the person against whom the complaint has been lodged of the investigation. The library recognizes and acknowledges that, under Bill 132, an inspector from the Ontario Ministry of Labour has the power to order the library board, as employer, to have an impartial third party conduct an investigation, at the library's expense, and report the outcome of their findings to the complainant.

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The CEO, or his or her designate, initiates a confidential investigation immediately and finishes within 30 days. Throughout the process, the investigator keeps all parties informed; interviews the employee concerned and witnesses; collects evidence; prepares a report; and informs the parties, in writing, of the decision and the underlying reasons for the decision.

The CEO is responsible for imposing any disciplinary or corrective measures.

Any employee may file a complaint with the Ontario Human Rights Commission when the harassment or discrimination is related to one or more of the Human Rights Code's prohibited grounds - *race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.*