

Trent Lakes Public Library



Policy Type: **Volunteers**

Policy Number: **VOL - 05**

Policy Title: **Guiding Principles for Good Buy Room/Friends Groups**

Policy Approval Date: Oct – 21

Policy Review Date: 2025

The Good Buy Room of the Trent Lakes Public Library is dependent on the trust of its members to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of *The Good Buy Room of the Trent Lakes Public Library* with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Volunteers should uphold the integrity of *The Good Buy Room of the Trent Lakes Public Library* and should perform their duties impartially and diligently.
- Volunteers should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Volunteers 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 Good Buy Room of the Trent Lakes Public Library*.
- Volunteers should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Volunteers 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 Volunteers.
- Volunteers should not use or attempt to use their position with *The Good Buy Room of the Trent Lakes Public Library* to obtain unwarranted privileges or advantages for themselves or others.
- Volunteers should not be swayed by partisan interests, public pressure, or fear of criticism.
- Volunteers should not denigrate the organization or fellow Volunteers or staff in any public arena.

Therefore:

To preserve and uphold *The Good Buy Room of the Trent Lakes Public Library's* reputation as an organization of unimpeachable integrity, each Volunteer 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 Good Buy Room of the Trent Lakes Public Library*.

Compliance:

If any Volunteer appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Library Board to discuss the issue. The Library Board will make a recommendation based on their findings.