

Title:	Board Code of Ethics	Policy Number: 100-11
Policy Type:	Governance	
Approval By:		
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PURPOSE

This policy outlines the Board's expectations for ethical, responsible, lawful conduct, and proper use of authority by its members and the CEO.

SCOPE

This policy applies to the Library Board and its individual members, committees of the Board, and the CEO.

DEFINITIONS

Conflict of Interest - A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise their judgment, decisions, or actions.

POLICY STATEMENT

The 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, labour agreements, and Board policies.

Library Board members, including Board Committee members, shall conduct business in a lawful, ethical, and businesslike manner, including the proper use of authority.

PROFESSIONAL ACCOUNTABILITY

The Board and CEO shall:

- Respect meeting agendas and abide by the Chair's decisions on the rules of order;
- Attend Board meetings and committee meetings 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 the communities the Library serves when making decisions;
- Adhere to the Ontario Human Rights Code;
- Adhere to the provisions of the Municipal Conflict of Interest Act, The Municipal Act, the Public Libraries Act and any other relevant Acts or legislation;
- Respect confidentiality of all information discussed in Closed Sessions;
- Not have conversations or conduct Board business outside of Board meetings or committee meetings, including through email.

Additionally, the Board shall:

- Refrain from individually directing the CEO or library staff.

The Board Chair or designate(s) shall represent the Board in interactions with the public, press or other entities.

CONFIDENTIALITY

Board members shall not disclose or release by any means, including social media, to any person either in oral or written form any confidential information acquired by virtue of their office except when required by law to do so. Board members have a duty to hold in strict confidence all information concerning matters dealt with in meetings closed to the public in accordance with the Public Libraries Act, or any other legislation. All information, documentation or deliberation received, reviewed, or taken in closed session of the Board or its committees is confidential unless the matter ceases to be confidential as determined by the Board.

FINANCIAL ACCOUNTABILITY

The Board and CEO shall avoid situations where personal advantage or financial benefits may be gained and shall not use "inside information" in personal or private business. This includes using their position to obtain employment for self, family, or friends with the Library. When such situations cannot be avoided, Board members and/or the CEO may declare a Conflict of Interest.

CONFLICT OF INTEREST

Library Board members must avoid any conflict of interest concerning their fiduciary responsibility in compliance with the Municipal Conflict of Interest Act:

- There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to 'inside' information;
- Board members must not use their positions to obtain employment in the organization for others;

PERSONAL ACCOUNTABILITY

The Board and CEO shall:

- Treat others in a courteous, dignified and fair manner;
- Be respectful in person and written communications, including e-mails, when conducting Board business;
- Encourage and respect diversity of viewpoints and skills as well as cultural diversity;
- Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial, and national library, museum and gallery organizations;
- Not represent the Library in an official capacity unless authorized to do so by the Board.

REPORTING AND ENFORCEMENT

Any Board member or the CEO may file a statement of perceived violation to the Chair or Vice Chair. The Chair or Vice Chair shall attempt to rectify any minor violations of the code of ethics.

Matters of a more serious nature may be referred to the City of Sault Ste. Marie's Integrity Commissioner. The Board will take the Integrity Commissioner's report and recommendations into consideration when trying to resolve the issue.

RELATED POLICIES

Board By-Laws

100-01 Governance Processes Policy

100-02 Advocacy Policy

100-04 Board - CEO Linkage Policy

300-02 Records Management and Protection of Privacy Policy

300-09 Rules of Conduct Policy

400-01 Hiring Policy

400-05 Workplace Code of Conduct

400-09 Human Rights Policy; Anti-Harassment/Discrimination/Violence