

Unacceptable Conduct

Created 10 October 2023

To ensure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Employees are expected to conduct themselves in a manner conducive to goodwill and good public relations.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment:

Alcohol, Illegal Drugs or Tobacco

- Use of alcohol, illegal drugs or tobacco inside any of the Library's facilities or vehicles is prohibited.

Discrimination

- Opportunity for promotion and professional growth will not be denied on the basis of race, color, age, sex, religion, national origin, sexual orientation, or disability.
- Any suspected act of discrimination should be reported immediately to the Director.

Insubordination or other disrespectful conduct

- Concerns about work assignments should be thoroughly discussed. A supervisor is required to make assignments to achieve the work of the department. These assignments may cross branch responsibilities. Refusal to accept an assignment is insubordinate behavior.
- Specific directions from a supervisor require strict adherence. Refusal to follow specific instructions is insubordinate behavior.
- Disagreements may occur between staff members. Resolutions should be sought calmly. If consensus is not reached, the supervisor is responsible for making the final decision. The employee must respect the authority and position of the supervisor at all times.

Negligent or unsafe behavior

- Employees may not violate safety or health rules, including agreed-upon work restrictions provided by a physician.
- Negligence or improper conduct leading to damage of Library-owned or patron-owned property will not be tolerated.
- Failure to react appropriately during emergencies or to observe established procedures during drills/exercises will not be tolerated.

Theft or deception

- Theft or inappropriate removal/possession of property including circulating materials is not permitted.
- Employees may not inappropriately alter patron records or inappropriately administer/waive fines or other charges within a patron account.
- Falsification of personnel records in order to obtain employment, maintain employment, or to procure/use benefits (including any type of leave) provided by the Library is not permitted.

Threats, harassment, or violent acts

- Fighting or threatening violence in the workplace is not permitted.
- Boisterous or disruptive activity in the workplace is not permitted.
- Employees may not exhibit unlawful/unwelcome harassment that might create a hostile work environment.
- Employees may not possess dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- The Library will not tolerate behaviors of these types and will immediately terminate any employee who violates these guidelines.

Use of force

- The use of force by employees is forbidden, except as a last resort to protect the life of a patron, fellow employee, or one's self. In such a situation, only the minimum force necessary is permissible.
- Protection of property is not considered grounds for the use of force.
- Those violating this policy may also be subject to criminal and/or civil prosecution in addition to disciplinary measures.