



EMPLOYEE CODE OF ETHICS

Approved by the Regional Board August 2, 2010

Reviewed and Approved November 7, 2016

- A. An employee must provide the highest level of service to all patrons using appropriate resources and accurate, unbiased and courteous responses to all requests.
- B. An employee must treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.
- C. An employee may not advance private interests at the expense of patrons or colleagues.
- D. An employee must distinguish between personal convictions and professional duties and must not allow personal beliefs to interfere with fair representation of the Library's mission or the provision of access to the Library's information resources.
- E. An employee may not request or permit the use of Library vehicles, equipment, materials or property for personal convenience or profit or make personal book purchase from Library vendors.
- F. An employee may not accept or ask for any gift (except those of little or nominal value) or consideration that is granted as a result of his/her employment with the Library.
- G. An employee may not use the Library name or tax exempt status for his/her personal advantage on any purchases.
- H. An employee may not discuss or reveal confidential Library information to anyone, under any circumstances, except within the scope of his/her job duties.

-Adapted from ALA Council, July 28, 1995

Georgia Revised Code regulates library employees' conduct on ethical matters. Acts that violate the forgoing Code of Ethics may also violate one or more of these provisions of Georgia law.

Violations of the forgoing Code of Ethics or of provisions of the Georgia Revised Code can be grounds for discipline, up to and including dismissal.

Employee signature: _____

Supervisor signature: _____

Date: _____