



Board of Trustees and Employee Ethics Policy

The Mid-Hudson Library System (MHLS) depends on the trust of its members and the greater community to successfully achieve its mission. All Board members and employees must conduct business on behalf of MHLS with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles

Board Members and Employees Should:

- uphold the integrity of the Mid-Hudson Library System and perform their duties impartially and diligently;
- protect and uphold library patrons' right to privacy in their use of the library's resources; and
- avoid having financial interests that present a real or apparent conflict of interest.

Board Members and Employees Should Not:

- engage in discrimination of any kind including that based on race, age, class, ethnicity, religion, sex, sexual orientation, disability or belief system;
- 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 Board members or employees;
- use or attempt to use their position with the Mid-Hudson Library System to obtain unwarranted privileges or advantages for themselves or others;
- be swayed by partisan interests, public pressure, or fear of criticism; and
- denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the Mid-Hudson Library System's reputation as an organization of unimpeachable integrity, each Board member and employee will sign this policy at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the Mid-Hudson Library System. This is in addition to the MHLS Conflicts of Interest Policy and associated disclosure form.

Compliance:

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, they will be asked to meet with the Executive Committee to discuss the issue. The Executive Committee will make a recommendation to the full Board based on their findings. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Executive Director who will make a determination as to discipline or termination based on his or her findings.

Signature: _____ **Date:** _____