

## ETHICS POLICY

Allen County Public Library (ACPL) conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

ACPL is committed to conducting its business with integrity underlying all relationships, including those with customers, citizens, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of ACPL employees, officers and Trustees in performance of their responsibilities. Employees, officers and Trustees will not engage in conduct or activity that may raise questions as to the library's honesty, impartiality or reputation or otherwise cause embarrassment to the organization. Employees will avoid any action, whether or not specifically prohibited in human resources policies, which might result in or reasonably be expected to create an appearance of:

- Using public position for personal or private gain.
- Giving preferential treatment to any person or entity.
- Losing impartiality.
- Adversely affecting the confidence of the public in the integrity of ACPL.

Additionally, employees should be aware that Indiana Code § 35-44.1-1-4 provides that a public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits a conflict of interest, a Level 6 felony, unless a [\*financial disclosure form\*](#) is approved in advance by the governmental entity in a public meeting, and then filed with the state board of accounts and the county clerk of the circuit court.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. ACPL communicates this policy to all new Trustees, employees, volunteers as well as existing Trustees, volunteers and employees insuring wide understanding of ACPL's commitment to integrity and uncompromising values. Employees are strongly urged to report suspected violations of this policy. Retaliation against employees who use this reporting mechanism to raise genuine concerns will not be tolerated.

The Human Resources department is responsible for providing policy guidance and assisting employees in complying with expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees. Managers are responsible for supporting their implementation and monitoring compliance. Violations of this policy are subject to discipline up to and including termination of employment.

### **GIFTS/ADDITIONAL COMPENSATION**

Gifts and other business courtesies accepted must be reported if the value exceeds twenty-five dollars (\$25). Gifts or business courtesies might include favors, services, entertainment, or additional compensation, including cash, gift cards, and/or gift certificates. Any gift or business courtesy exceeding this value must be reported to the Library by completing the intranet form called [Reporting Gifts](#). Exceptions to the reporting requirement are mementos or souvenirs of nominal value from conferences as well as food or drink at conference events, educational programs or meetings where more than 25 people are present.

### **HONORARIUMS**

ACPL employees may be offered honorariums. If the participation of the employee is unrelated to his or her official duties, the honorarium may be kept by the employee. If the participation of the employee is related to the employee's official duties, then the honorarium should be made out to the Library and turned into the Library's Chief Financial Officer to be added to the specific department's gift fund.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with the immediate supervisor and/or the Department Manager. The Department Manager shall immediately inform the Human Resources Manager for the purpose of precluding any real or apparent conflict of interest.

### **ETHICS COMMITTEE**

The Ethics Committee will review all reporting of gifts/additional compensation quarterly or as needed to determine compliance. The constructs of the Ethics Committee is found in the Operating Procedures: Reporting Gifts/Additional Compensation.