

PURPOSE

To confirm the Federation of Ontario Public Libraries' commitment to ensuring that the principles of honesty, integrity, loyalty, justice and courtesy form the basis of all ethical decisions, business practices and behaviours associated with FOPL.

APPLICATION

The Code of Ethics Policy applies to all FOPL personnel, members and volunteers. It covers all aspects of accountability including financial, personal and professional that forms and influences the actions, decisions and reputation of FOPL.

DEFINITIONS

- ED: Executive Director of FOPL
FOPL: Federation of Ontario Public Libraries
Personnel: For the purpose of this policy, personnel includes any employee, contractors, consultants (e.g. Executive Director) and members of the Board or its Working Groups or Project Team and volunteers.
Workplace: For the purpose of this policy, the workplace and those involved in the workplace is the FOPL office and any location of FOPL meetings or business.

COMMITMENT

FOPL is committed to the highest level of integrity and ethics in all of its dealings in accordance with all current legislation, Board by-laws and policies.

FOPL, as an organization and through its actions, shall support the practices of Diversity, Equity, and Inclusion.

Loyalty and Unity

1. Act in the interests of FOPL and the provincial library community served, over and above other interest group involvement, membership in other organizations, or personal interests.
2. Express individual viewpoints at meetings but work harmoniously toward consensus as much as possible.
3. The Board Chair may represent the Board to outside parties, including media, but may not speak for the Board on matters not yet decided.
4. Once a matter has been decided by resolution, individual Board Members may speak publicly on the matter, provided they speak with "one voice" supporting the decision.
5. The ED represents FOPL to outside parties, including media, on all operational matters.

Conflict of Interest

1. Declare real or apparent conflict of interest

2. Not participate in the analysis of information or make decisions on an issue where there exists a real or apparent conflict of interest

Financial Accountability

1. Avoid situations where personal advantage or financial benefits may be gained and do not use “inside information” in personal or private business.
2. Avoid using position to obtain employment for self, family, or friends.
3. Withdraw from the Board if seeking employment with the FOPL.

Professional Accountability

1. Consider the best interests of current and future communities in making decisions.
2. Respect all confidential information received as a result of sitting on the Board and/or Committee or conducting the work of FOPL both during their employment and after departing the organization.
3. Not disclose share or otherwise abuse confidential or privileged information.
4. Actively support all FOPL Policies and Statements.
5. Attend meetings and inform the Board Secretary and Chair of expected absences before meetings.
6. Be prepared for all meetings and use meeting time productively.
7. Respect the agenda and abide by the Chair’s decisions on the rules of order.
8. Represent FOPL at appropriate regional and provincial organizations and associations.

Personal Accountability

1. Treat others in a courteous, dignified and fair manner.
2. Encourage and respect diversity of viewpoints and skills.
3. Promote a workplace built on trust and openness and not manipulate or conceal information.
4. Take responsibility for personal professional development through continuing educational opportunities.
5. Support all FOPL Statements of Commitment.
6. Personally engaging with FOPL’s social media in a positive manner such as liking, sharing, friending, commenting on is encouraged.
7. Making harassing or discriminating comments about FOPL, the work of FOPL, members or volunteers publicly including on social media, is prohibited.

Use of Property

The FOPL property, technology, hardware and software, intellectual property and materials are provided for the purpose of conducting the work of FOPL and shall be utilized only as authorized, and not for personal use.

Information attained must not be used for personal purposes, or prematurely released to any member of the public without explicit permission from the Chair or ED.

Content created and work produced on FOPL equipment is owned by FOPL.

Acceptable use of Internet and corporate email is as required to perform job duties.

PROCESS

1. Any member may file a statement of perceived violation to the Chair or Vice Chair who will attempt to rectify the situation.
2. The Board reserves the right, by resolution, to remove members of the Board, Working Groups and Project Teams, or their Chairs for violation of this Code of Ethics.
3. Failure to abide by this Code of Ethics Policy may result in disciplinary actions up to and including termination of employ or contract.

Approved by FOPL Board September 24, 2021

AGREEMENT TO COMPLY WITH THE CODE OF ETHICS

I HAVE READ AND UNDERSTAND AND AGREE TO ABIDE BY THE FEDERATION OF ONTARIO
PUBLIC LIBRARIES' CODE OF ETHICS POLICY

Print Name

Signature

Date