**TRUSTEE CODE OF ETHICS**

The MD of Greenview Library Board Members shall carry out their trustee duties in an ethical and businesslike manner by adhering to the following:

**Accountability**

* The duty of the Board member is to the MD of Greenview Libraries rather than to any individual, community group or special interest.
* Board members are accountable to exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interest of the MD of Greenview Libraries.
* This accountability supersedes the personal interest of any Board member acting as an individual or consumer of the MD of Greenview Libraries’ services.
* Board members shall demonstrate respect and work harmoniously with each other, with the MD of Greenview Library employees and with all those associated with the MD of Greenview Libraries.
* Board members shall not publicly demean nor disparage the MD of Greenview Libraries as an organization.
* Board members shall not publicly impugn the motives, abilities, or personalities of fellow Board members or MD of Greenview Library employees.
* Because the board is a corporate body, individual trustees may not contradict the decisions of the Board. The time to air questions and disagreement is before the decision, not after. The Board speaks with one voice outside the confines of Board meetings.

**Conflict of Interest**

* In a conflict of personal, financial or other interest should arise, the member shall declare his/her conflict of interest prior to any discussion and shall be absent from any portion of the meeting in which the matter is discussed and voted on.
* A Board member who abstains from participation due to conflict of interest is still included in determining quorum.
* The minutes must record all declarations of personal, financial and other interests, including the nature for such declaration.

**Confidentiality**

* Board members shall not communicate, either directly or indirectly, information designated confidential to anyone not entitled to receive the same.
* Board members shall not use information which has been designated as confidential by the Board for personal profit or use by themselves or any other person.
* Board members shall respect confidential information in perpetuity.
* All material is considered property of the MD of Greenview Library Board and shall be returned at the expiration of the Board member’s term.

**Individual Authority**

* Board members may not attempt to exercise individual authority over the MD of Greenview Libraries except as set forth in Board policies.
* Board members’ interaction with the Library Managers or MD of Greenview Library employees must recognize that any individual Board member does not have authority other than that explicitly stated in Board policies.
* Board members shall make no judgements of the Library Managers or employee performance except as that performance is assessed against explicit Board policies.

**Acceptance of Gifts**

* In their capacity as Board members, Board members shall not accept a gift, favour or service from any individual, organization or corporation, other than the normal exchange of hospitality between persons doing business together; tokens exchanged as part of protocol; or the normal presentation of gifts to persons participating in public functions.

**Training and Development**

* Board members shall acquaint themselves with the documents of the Board as well as the rules of procedure and proper conduct of a meeting so that any decision of the Board may be made in an efficient, knowledgeable and expeditious fashion.
* Board members shall regularly take part in continuing education activities that assist them in carrying out their responsibilities.

**Violation of the Code of Ethics**

* The Board Chair is responsible for handling all reports of Board member violations of the *Trustees Code of Ethics* policy.
* The process for handling reports of violations is as follows:
* The Board Chair will discuss the issue with the member concerned;
* If unresolved, the Board Chair shall refer the issue to the Board as a whole.
* Any concerns with the Chair are brought to the Vice Chair. The Vice Chair and

 one other Trustee will discuss the issue with the Chair.

* If unresolved, the Vice Chair shall refer the issue to the Board as a whole.
* A signed record will be kept by all parties involved.

Created: August 6, 2019

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