



RULES OF CONDUCT POLICY

*Revised and approved by the Vista Grande Board of Directors – 20-Sep-2016
Revised and approved by the Vista Grande Board of Directors – 21-Apr-2020*

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CONFLICT OF INTEREST

Vista Grande Public Library’s (VGPL) Board of Directors, employees and volunteers shall avoid any conflict between their own respective personal, professional or business interests and the interests of the Library, in all action taken by them on behalf of the Library in their respective capacities.

If any Board member, employee, or volunteer has any direct or indirect interest in or relationship with any individual or organization which proposes to enter into any transaction with the Library, including transactions involving:

1. the sale, purchase, lease or rental of any property or other asset;
2. employment, or rendition of services, personal or otherwise;
3. the award of any grant, contract, or subcontract; or
4. the investment or deposit of any funds of the Library;

they shall give notice of such interest or relationship and refrain from discussing or voting on the particular issue in which they have an interest, or otherwise attempting to exert any influence on the Library or its components, to affect a decision to participate or not in such transaction.

OTHER EMPLOYMENT AND ACTIVITIES

No outside commitments, including outside employment or other activities, justify an employee's absence from work or the employee's failure to adequately perform their assigned duties.

GRATUITIES AND GIFTS

Employees, volunteers, or members of the Board of Directors shall not accept personal gratuities or gifts except for non-monetary gifts with a value less than \$50 that could not be refused without discourtesy.

USE OF TELEPHONE

Employees and volunteers are discouraged from making unnecessary personal telephone calls during work hours.

DRESS CODE

Employees and volunteers represent the VGPL to the public. They shall use good judgment in choosing their attire and wear clothing appropriate for the work environment, taking into consideration their position, contact with the public and safety standards. An individual may be asked to change their attire if clothing worn is outside these guidelines.

PERSONAL HYGIENE

Employees and volunteers are expected to adhere to a high standard of personal hygiene.

Individuals are asked to refrain from the use of scent to ensure that the library is comfortable for those with environmental sensitivities.