

Code Of Conduct: Friends of Meaford Library

Policy Statement: The Friends of Meaford Library hereafter referred to as FOML is a charitable organization whose sole purpose is to support and advocate for the Meaford Public Library and assist it in achieving its goals and purposes. This Code of Conduct provides policy direction for the behaviour of the Members of the Board, and all other volunteers in the performance of their duties and responsibilities as advocates for FOML. This Code of Conduct is a general standard.

Application: It applies to members of the Board and all other volunteers of FOML, a registered charitable organization under the regulations of Canada Revenue Agency and Charities Directorate.

Purpose: This Code of Conduct sets minimum standards for members of the Board and volunteers carrying out their functions. It has been designed to assist them to:

- Understand the standards of conduct that are expected of them.
- Fulfill their duty to act honestly and fairly exercise reasonable care and diligence.
- Act in a way that enhances the public confidence in FOML.

Statement of Principle: FOML Code of Conduct helps to ensure persons who represent FOML have a common basis of acceptable conduct. These standards are designed to provide a reference guide within which the Board and volunteers must operate. These standards exist to enhance public confidence that FOML's board and volunteers serve the public with integrity, conscientiousness, diligence and courtesy.

Definitions:

Volunteer: means any person who performs tasks or duties on behalf of FOML without direct financial compensation.

The Board: means the duly elected and /or appointed body which through the constitution and by-laws of the FOML, has the right, authority and responsibility to govern and manage FOML and the Net Shed. It includes officers and executive board members.

Conflict of Interest: Members of the Board and volunteers will act in the public interest and not engage in conflicts of interest. Their private interests, financial or otherwise, and the interests of their family, friends or organizations with which members are associated with, should never compete with their duties and responsibilities to FOML. Members will not accept payments or any other personal benefit-or future advantage. Members should at the first opportunity, disclose any conflict of interest. It must be reported and noted in meeting minutes.

Conduct at Meetings: Board executive members and officers shall conduct themselves with appropriate decorum in meetings in accordance with FOML's constitution and by-laws.

Confidentiality: FOML Board and volunteers must respect the right of confidentiality of all other volunteers and members of the Board.

Discrimination and Harassment: All volunteers with FOML have a duty to treat one another and members of the public with respect. All volunteers are not to engage in any course of conduct or make comments that would constitute harassment. Harassment may be defined as any derogatory comment or objectionable behaviour by any person that is directed at another person based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code. FOML members are personally responsible for communications that they utter through public comment, publish in writing, including via social media, which may reasonably constitute harassment or advocate discrimination.

Respect for the Code of Conduct: All officers, Board members, and volunteers shall respect the process for complaints made under the Code of Conduct.

Reporting Violation of Code of Conduct: Any perceived violation must be made in writing, clearly outlining the violation. At this time, the president of FOML will investigate, applying the principles of procedural fairness. It will involve interviews with all affected parties. Pending outcome of the investigation, the president will make recommendations to the executive board.

Consequences of Non-Compliance: Where the Board receives a report that there has been a violation of the Code of Conduct by a Board member or other volunteer, the Board by majority vote on a clear resolution may impose any one or more of the following penalties:

A reprimand

Provide a written or verbal apology, to the offended party.

Be dismissed from the FOML

Review Cycle: This policy will be reviewed by the Board each AGM.