



OWWL LIBRARY SYSTEM

CODE OF CONDUCT POLICY

PURPOSE

All people should be entitled to work in a positive environment that is free of harassment, bullying, and discrimination. To support this sentiment, the OWWL Library System has adopted the following Code of Conduct to establish guidelines for all interactions occurring at the OWWL Library System Headquarters, System-sponsored events, and with all interactions involving System staff members.

The goals of this policy are to:

- Communicate expectations of acceptable behavior;
- Maintain a safe and respectful work environment; and
- Promote inclusivity and equity.

All System staff and individuals interacting with the System are expected to hold themselves personally accountable for their actions and to maintain the highest level of professional behavior, ethics, and integrity regardless of position or status.

HOW TO TREAT ONE ANOTHER

- Interact with others in a considerate, patient, respectful, and courteous manner;
- Promote equality and acceptance of people from diverse backgrounds;
- Demonstrate a positive attitude;
- Respect confidentiality and privacy;
- Actively listen to the perspective of others;
- Use appropriate language in verbal and written communication;
- Utilize proper channels to express dissatisfaction (i.e., Executive Director or System Board President);
- Be respectful of property and facilities; and
- Follow System Policies and Procedures.

REPORTING POLICY INFRACTIONS

The System will not tolerate disrespectful interactions using abusive language, rude comments, intimidating behavior, inappropriate actions, or other transgressions.

When faced with a situation that could violate this policy, System staff are encouraged to remove themselves from those interactions as soon as possible safely.

All violations of this Code of Conduct should be immediately brought to the System's Executive Director or Board President's attention.

Adopted: September 14, 2022

