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| SECTION: | PS 1 | ADMINISTRATIVE |
| SUBSECTION: | PS 1.4 | ETHICS & CONFLICT OF INTEREST |
| POLICY: | PS 1.41 | TRUSTEES AND LIBRARY EMPLOYEES |
| REVISIONS: | | 4/26/96; 5/17/04; 11/16/05; 2/24/06; 10/17/12; 1/15/14; 03/17/21; 9/18/24 |

The Ashtabula County District Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Ashtabula County District Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees shall uphold the integrity of the Ashtabula County District Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, gender identity, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Ashtabula County District Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates public trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Ashtabula County District Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the Ashtabula County District Library's reputation as an organization of unimpeachable integrity, each Board member, the Library Director, and Fiscal Officer will sign a "Conflict of Interest" statement, and each Board member will sign an "Ethics Statement" at the beginning of each calendar year (and at the commencement of their service) during their tenure with the Ashtabula County District Library.

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Compliance:

If any Board member, the Director or Fiscal Officer appears to be in conflict of the “Guiding Principles” above, they will be asked to meet with the executive committee to discuss this issue. The executive committee will make a recommendation to the full Board based on their findings. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the Director of the library who will make a determination as to discipline or termination based on his or her findings.

The Board of Library Trustees and employees of the Ashtabula County District Library are also bound by the applicable statutes of the Ohio Ethics Laws and the Rulings of the Ohio Ethics Commission.

102.09 Furnishing financial disclosure form to candidates:

Within fifteen (15) days after any public official or employee begins the performance of official duties, the public agency with which the official or employee serves or the appointing authority shall furnish the official or employee a copy of Chapter 102 and section 2921.42 of the Revised Code, and may furnish such other materials as the appropriate ethics commission prepares for distribution. The official or employee shall acknowledge their receipt in writing. The requirements of this division do not apply at the time of reappointment or reelection.