



February 17, 2016

Code of Conduct Policy

I. PURPOSE

The New Hartford Public Library (Library) trustees and employees shall exercise the utmost good faith in all transactions touching upon their duties to the Library and its property. In their dealings with and on behalf of the Library, they are held to a strict rule of honesty and fair dealing between themselves and the Library. They shall not use their positions, or knowledge gained therefrom, so that a conflict might arise between the Library's interest and that of the individual.

II. POLICY

All acts of trustees and employees shall be for the sole benefit of the Library in any dealing which may affect it adversely. They should avoid, directly or indirectly, participating in any arrangement, agreement, investment, or other activity which could result in personal benefit at the expense of the Library's interest.

III. PROCEDURE

No trustee or employee shall accept any favor or gift which might influence his/her official act or which might reflect upon his/her Library business conduct.

Trustees and employees shall avoid outside employment or activity which involves obligations which may compete with or be in conflict with the interests of the Library.

A full disclosure of all facts of any transaction or relationship which is subject to any doubt shall be made to the President of the Library Board of Directors at any time that a conflict arises.

The President will, at the meeting of the Board immediately following the receipt of facts concerning any transaction or relationship which shall constitute or indicate a conflict of interest, report the same to the Board for such action as deemed appropriate by the Board or required by the laws of the State of New York.

A copy of this policy shall be given to each new trustee upon his/her election to the Board. Verification of trustee receipt shall be made when received and thereafter on a yearly basis.

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