

ETHICS POLICY

The North Judson-Wayne Township Public Library (“the Library”) is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Library trustees and employees conduct business with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.

Trustees and employees will:

1. Act according to the highest ethical and professional standards of conduct;
2. Comply and ensure compliance with all applicable laws and Library policies and procedures;
3. Adhere to sound financial practices, including accurate reporting and processes to protect assets, through stringent internal controls; and
4. Communicate ethical standards and conduct through instruction and example.

Therefore, to preserve and uphold the Library’s integrity and reputation, each trustee and employee will complete and sign a Conflict of Interest questionnaire and an Ethics Statement.

If any trustee or employee appears to be in conflict of the bulleted guidelines listed above, he or she will be asked to meet with the Board of Trustees in executive session to address this matter. The Board of Trustees will make a determination based on their findings. That determination may include, but not be limited to, termination or recall of appointment.

ETHICS STATEMENT
North Judson-Wayne Township Public Library

As a **trustee / employee** of the North Judson-Wayne Township Public Library, I promise to conduct business with the highest level of integrity, avoiding any impropriety or the appearance of impropriety. I will act according to the highest ethical and professional standards of conduct.

I will follow sound financial practices and will refrain from engaging in activities that conflict with my obligations to North Judson-Wayne Township Public Library.

Signature: _____ Date: _____

Print Name: _____