

## **Employee Conduct**

**It is the policy of the Westhampton Free Library that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Library and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Library, or is offensive to the patrons or fellow employees will not be tolerated.**

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Library. Such conduct includes, but is not limited to, the following:

- 1) Reporting to work punctually as scheduled and being at the proper workstation, ready for work at the assigned time.
- 2) Giving proper advance notice whenever unable to report on time.
- 3) Complying with all Library safety and security measures.
- 4) Abiding by the Drug, Alcohol, and Smoke Free regulations.
- 5) Wearing clothing appropriate for the work being performed.
- 6) Eating only during designated periods and only in designated areas.
- 7) Maintaining workplace and work area cleanliness and orderliness.
- 8) Treating all patrons and fellow employees in a courteous manner.
- 9) Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the Library's best interest.
- 10) Performing assigned tasks efficiently and in accord with established quality standards.
- 11) Reporting to management suspicious, unethical, or illegal conduct by fellow employees, patrons, or suppliers.

Adopted by the Board of Trustees: January 1997  
Amended: June 2010