

CODE OF CONDUCT

Introduction

The Alberta Library (TAL) is a non-profit corporation established under the Companies Act. TAL is composed of member libraries each of whom appoints a Director to our Board. The Board is responsible for effective governance and stewardship of the organization. Employees implement the Board's decisions and directives in the management and delivery of programs and services.

Our governance and business are guided by:

- the laws of Canada and Alberta
- our Memorandum of Association and Articles of Association,
- our vision, values and mission, and
- our policies and procedures.

As individual Board members and employees, we strive to conduct ourselves in accordance with the highest personal, professional and business standards, including compliance with all laws and regulations that apply to TAL.

This Code of Conduct is an expression of how we demonstrate integrity, due diligence, and commitment to these standards in our involvement in TAL as directors and employees.

Our Reputation - Upholding TAL's Name

TAL has developed a reputation for leadership, collaboration and innovation. We strive to uphold that reputation by speaking with one voice and conveying a positive image of our organization. We act in accordance with our values.

Our decision-making processes encourage open discussion and participation. We make decisions that are in the best interests of TAL, understanding that TAL is its member libraries. Board members are accountable for making decisions in the best interest of TAL. Board members who disagree with decisions have the option of requesting that their dissent be recorded. However, once a decision has been made by the Board, directors and employees speak with one voice, supporting the Board's decision.

When we speak to an audience as a representative of TAL, we present TAL's positions and views, rather than our personal opinions.

Individual directors and employees may hold positions of leadership in other professional or community associations, where they may be viewed as spokespersons for those groups. In such situations, we ensure that we are seen as speaking as individuals and not as employees of or spokespersons for TAL.

We use TAL's assets, including tangible and intellectual property, legally and for authorized purposes and in a manner appropriate to our business and culture.

A Board member or employee using TAL's computer database or electronic mail system complies with any internal policies and procedures that guide the storage, use and transmission of information through this medium.

We have an obligation to comply with both the letter and the spirit of the guidelines contained in this Code. As individuals, we have a responsibility to raise issues and concerns through the appropriate channels.

Professional Behaviour

We understand our respective roles and responsibilities within TAL and strive to fulfill them. We comply with our governing and operational policies and procedures.

We conduct our business following legal and ethical practices, and within the best interests of our organization.

We deal fairly and openly in all our business relationships, provided conditions of quality, reliability and competitiveness are met.

We strive to ensure our decision-making is not compromised or perceived to be compromised. We aim to avoid conflicts of interest that could interfere or be perceived to interfere with our judgement in making decisions in TAL's best interests and/or that could result in personal gain.

We depend on the integrity of all Board members or employees who have knowledge of a decision or activity of TAL that involves or might involve a conflict of interest to disclose the circumstances to the Chair or CEO.

We accept or offer gifts, entertainment or benefits in the normal exchanges of business relationships. We do not accept or offer entertainment, gifts or benefits which grant or appear to grant preferential treatment for TAL or by TAL.

Respect

We respect the autonomy and diversity of our members.

We respect the confidentiality of our Board members, employees and member library employees. We protect any personal information about library users that may be in our possession.

We disclose confidential or personal information only when appropriate approval has been received, or we are required to do so by law. We do not use confidential information for personal benefit or to benefit a third party.

Our behaviour with colleagues and those with whom we do business is respectful, courteous, fair and dignified.

We provide a safe and healthy work environment for our employees.

Commitment to Learning

We support professional growth and development for our employees.

We provide learning opportunities for Board members that focus on their governance role within TAL.

By extending these opportunities to others, we encourage the development of leaders within our community.

Responsibility

This Code is not a substitute for our responsibility and accountability to exercise good judgement and obtain guidance on proper business conduct. We are encouraged to seek additional guidance and support from those responsible for business conduct matters. The strength in our organization is our collective knowledge and the sharing of that knowledge and experience.

The following questions are provided as a guide in determining appropriate conduct:

- Is it against TAL policies and practices?
- Is it legal?
- Will it reflect negatively on you or TAL?
- Who else could be affected by this (others in TAL, members, vendors, you, etc.)?
- Would you be embarrassed if others knew you took this course of action?
- Is there an alternative action that does not pose an ethical conflict?
- How would it look in the newspapers?
- What would a reasonable person think?
- Does it feel right?