



## **Director & Treasurer Code of Ethics**

In my role as Director or Treasurer of the Geneva Public Library (“the Library”), I will adhere to and advocate to the best of my knowledge and ability the following principles and responsibilities governing professional conduct and ethics:

- Act with honesty and integrity, avoiding actual or apparent conflicts of interest in personal and professional relationships.
- Provide the Board of Trustees with information that is complete, objective, relevant, timely and understandable.
- Review the annual reports before certifying and filing them with various interested parties as may be required.
- Comply with all applicable laws, rules, and regulations of federal, state and local governments, and other private and public agencies.
- Act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing my independent judgment to be subordinated.
- Respect the confidentiality of information acquired in the course of business except when authorized or otherwise legally obligated to disclose such information. I shall not use confidential information acquired in the course of business for personal advantage.
- Proactively promote ethical behavior among employees of the Library and as a responsible partner with professional peers and associates.
- Maintain control over and responsibly manage all assets and resources employed or entrusted to me by the Library.
- Report illegal or unethical conduct by any director, officer or employee that has occurred, is occurring or may occur, including any potential violation of this Code. Such a report shall be made to the Board of Trustees.
- Comply with this Code and general code of conduct and ethics of the Library that may exist. I understand that if I violate any part of this Code, I will be subject to disciplinary action.

I understand that this Code is subject to all applicable laws, rules and regulations. I understand that if there is a conflict between this Code and a Library policy or procedure or any applicable law, rule or regulation, then I must consult with the Library's legal counsel for guidance. I understand that there shall be no waiver of, modification of, or change to any part of this Code except by vote of the Board of Trustees or designated Board committee.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amended by the Board of Trustees:** 9/28/2011, 6/29/2016, 6/28/2017, 6/27/2018, 6/26/2019

**Reviewed by the Policy Review Committee:** 6/9/2022