

Maxwell Memorial Library

Conflict of Interest Policy & Statement

Introduction

The Maxwell Memorial Library Board of Trustees is committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any Library Trustee or employee may call into question the integrity of the management or operation of the Library. The Library Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest. Maintenance of our organization's tax-exempt status and public position depends upon the highest standards of ethical and professional practice, including compliance with all relevant laws and regulations.

Upon appointment, and annually thereafter, board members and the library director are required to disclose specific circumstances that may represent an actual, perceived, or potential conflict of interest or commitment. The person should not only consider the actual fact of conflict, but the appearance to a third party who might have occasion to judge or interpret the situation.

In addition to the annual reporting, actual, potential and/or perceived conflicts of interest shall be reported in writing as soon as they arise. Any such report shall be forwarded to the Director of Maxwell Memorial Library, for official presentation to the Executive Committee of the Board of Trustees. The Executive Committee of the Board, in consultation with the Library Director, shall attempt to resolve any action or potential conflict, and shall respond in writing to the individual. In the absence of resolution, the conflict shall be referred to the full Board of Trustees for action. The individual in conflict shall absent him/herself from the room during any discussion or deliberations related to the issue, and shall refrain from participating in decision-making in connection with the matter. The individual's presence at the meeting shall not be counted in determining whether there exists a quorum.

Definition

A conflict of interest or commitment generally arises when an individual has the opportunity to influence decisions in ways that could lead to personal benefit or improper advantage resulting in the compromise or appearance of compromise of the individual's judgment and ability to carry out his/her professional duties objectively. This refers to any social, professional, personal or organizational affiliation, commitment, activity or undertaking that is so substantial as to interfere or appear to interfere with the individual's responsibility to Maxwell Memorial Library, including but not limited to:

- a) Advancing a personal agenda or agenda from another organization

- b) Using the association with Maxwell Memorial Library in connection with the promotion of partisan politics, religious matters, any other cause, or positions on any issues not in conformity with the position of Maxwell
- c) Holding any ownership interest in a business or profession that provides goods or services to Maxwell
- d) Having a financial or other interest in a transaction with Maxwell Library
- e) Receiving compensation for services to Maxwell Library other than approved compensation for staff
- f) Accepting favors, gifts, gratuities, or taking part in any activities or transactions that relate to, affect or influence decisions made for, in regard to, or on behalf of Maxwell Library
- g) Using donor or client information or relationships inappropriately or in ways that might damage donor confidentiality and/or relationships with Maxwell Library
- h) Participating in any arrangements or transactions that might give the appearance of a conflict of interest
- i) Using the Maxwell Memorial Library name, emblem, endorsement, services and property for anything other than authorized Maxwell Library activities

Individuals affected by this policy shall maintain the highest standards of ethical behavior, integrity and public responsibility. No Board or committee member or employee shall use his/her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of Maxwell Memorial Library and the individual's personal interests arises. Each individual affected by this policy has a duty to place the interest of Maxwell Memorial Library foremost in any dealings with Maxwell Memorial Library and has a continuing responsibility to comply with the requirements of this policy.

Nepotism

Board members and their immediate family members (as defined below) shall be excluded from consideration for employment by Maxwell Memorial Library. Employees shall not hold a position with the Maxwell Memorial Library while they or members of their immediate family (as defined below) serve on the Board of Trustees or on any committee of the Board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority. Relatives of persons currently employed by Maxwell Memorial Library may be hired only if they will not be working directly for or supervising a relative. If already employed, they cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned shall decide – along with library management – who is to be transferred. That decision shall be made within 30 calendar days.

Immediate family includes the following: spouses, life partners, parents, children, siblings, in-laws, grandparents and grandchildren, and step relationships. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.

Conflict of Interest in seeking employment

Board members shall not apply for or be considered for employment within Maxwell Memorial Library without resigning from the Board prior to embarking upon any step in the application process. If the Board member is not hired, she or he cannot be reconsidered for a position within the Board of Trustees for at least 12 months. Former employees of the organization cannot be considered for Board positions until at least 12 months after departing from employment at the organization.

Acceptance and disclosure

I have read the statement of policy regarding conflicts of interest. To the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or have had a personal, business or organizational relationship is engaged in any transaction or activity or has any relationship that may represent a potential competing or conflicting interest or commitment, as defined herein.

Further, to the best of my knowledge and belief, except as disclosed herewith, neither I nor any person with whom I have or have had a personal, business, organizational, or compensated relationship intends to engage in any transaction, to acquire any interest in any organization or entity, or to become the recipient of any substantial gifts or favors that might be covered by the statement of policy regarding conflicts of interest.

In the event that such a situation might arise, I will provide information as described in this policy.

Print Name

Signature

Date
