

EMPLOYEE CONDUCT

North Babylon Public Library employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This involves sincere respect for the rights and feelings of others. It also demands that employees refrain from any behavior that might be viewed or deemed harmful to the interest of coworkers and/or the North Babylon Public Library, or that might be viewed unfavorably by the public.

Whether on or off duty, an employee's conduct reflects on the workplace. Employees are encouraged to observe the highest standard of professionalism at all times. Certain regulations regarding employee behavior are necessary for the efficient operation of the Library and the benefit and protection of the rights and safety of all employees and patrons. Conduct that interferes with operations, discredits the North Babylon Public Library or its employees, or is offensive to patrons or employees, cannot and will not be tolerated.

Listed below are some examples of inappropriate conduct. This list should not be viewed as being all-inclusive. Types of behavior and conduct that the North Babylon Public Library considers inappropriate and which could lead to disciplinary action up to and including termination of employment include, but are not limited to the following:

- Blocking fire extinguishers, exit signs, sprinkler heads, pull boxes
- Carelessness
- Defacing employee's personal property
- Deliberate destruction of North Babylon Public Library property
- Dishonesty
- Displaying or removing notices and signs without management approval
- Disregarding safety or security policies
- Disruption of the parking lot
- Distraction of others or causing confusion, unnecessary shouting, demonstrations, horseplay, etc.
- Failure to comply with copyright
- Failure to comply with policies
- Failure to cooperate with a safety committee or management
- Failure to follow departmental rules
- Failure to properly document accidents or problems in the workplace
- Failure to meet standards
- Falsifying an employment application
- Falsifying circulation records
- Falsifying documents
- Fighting, using obscene, abusive or threatening language or gestures
- Gambling
- Immoral or indecent conduct
- Inappropriate overriding of circulation stop messages
- Insubordination: a worker's refusal to obey a management directive or comply with an established work procedure
- Leaving your job without permission

- Lighting candles, cigarettes, cigars, etc. or other open fires
- Limiting access of patrons or staff to entrances, exits or parking
- Malicious statements regarding any employee or patron of the Library
- Manufacturing, possessing, using, selling, distributing or transporting illegal drugs
- Neglecting work or interfering with the work of others
- Possession of weapons on North Babylon Public Library grounds
- Practicing or contributing to unsanitary or unhealthy conditions
- Public displays of affection (necking, petting, etc.) on library grounds
- Refusal to obey instructions or assignments given by a supervisor
- Refusal to wear appropriate safety equipment
- Reporting to work intoxicated or under the influence of non-prescribed drugs
- Sabotage or interference of library programs, staff, or patrons
- Sleeping on the job
- Smoking within the building
- Soliciting gratuities
- Tampering or misuse of safety devices, signs, equipment, safeguards
- Tardiness
- Theft or assistance in theft of Library property
- Theft or illegal duplication of computer files, programs, etc.
- Threatening, intimidating, coercing, harassing or interfering with fellow employees or patrons
- Unauthorized placing of stickers, marking or defacing North Babylon Public Library property
- Unauthorized use of machinery, tools or equipment (not routine)
- Unauthorized use of supplies or photocopiers for personal purposes
- Unauthorized use of Library time or facilities for personal matters
- Validating a time card for another employee or asking another employee to validate your time card
- Vandalism or failure to report such acts
- Violation of the Library's non-discrimination and/or sexual harassment policies
- Violation or disregard of safety rules or common working practices
- Violence or threats of violence in the workplace

- Other misconduct

If an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgement of the Director or Assistant Director or Board of Trustees of the North Babylon Public Library, the employee shall be subject to disciplinary action up to and including dismissal.

Adopted by the Board of Trustees
 February 15, 2000
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 February 15, 2011