

# **Cumberland County Library System Ethical Guidelines for Employees and Board Members**

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The Cumberland County Library System headquarters and each separately incorporated member library [hereafter known as the Organization] believe in and adhere to the highest standards of ethical conduct. Each staff person or board member is expected to perform his or her duties ethically and in accordance with the law.

Specifically, this policy establishes the Organization's ethical guidelines for:

- Adverse interest in contracts; and
- Acceptance of gifts by employees or board members;

It also reviews legal requirements for county or municipal employees; and it identifies those required to complete the Pennsylvania State Ethics Commission's "Statement of Financial Interests."

## ***Definitions***

- **Family member** - An individual's spouse, ancestors, children, grandchildren, great grandchildren, and the spouses of children, grandchildren, and great grandchildren.
- **Contract** - An arrangement for the acquisition or use by library of services, supplies, materials, equipment, land or any other personal or real property.
- **Adverse interest** - Being a party to a contract or being a stockholder, partner, member, agent, representative or employee of such party.

## **Adverse Interest**

All employees and board members of the organization, or any member of your family, are prohibited from having an adverse interest in any contract with the Organization. You are also prohibited from influencing, or attempting to influence, the making of any contract in which you have an adverse interest.

If you violate any of these provisions, you will automatically forfeit any office or employment with the Organization and you will be subject to legal prosecution.

## **The Ethics Act and The Hatch Act**

County or municipal employees are also governed by Act 170 (The Ethics Act) and the Hatch Act. As required by The Ethics Act, Cumberland County Library System Board members and the Library System Executive Director are required to complete the Pennsylvania State Ethics Commission "Statement of Financial Interests" annually.

### **Acceptance of Gifts by Employees or Board Members**

No Organization employee, board member, family member, or any business in which he or she has a principle interest, shall accept any gift, gratuity, favor or fee from any source doing or seeking to do business with the library or library system, or attempting to influence the judgment of such employee or board member.

Except as otherwise prohibited by law, the foregoing shall not prohibit the Organization from accepting any gift, gratuity, favor or fee of a fair market value (regardless of cost to the donor) of one hundred (\$100.00) dollars or less, provided the gift, gratuity, favor or fee shall be physically retained by the Organization and made available for the general use, benefit of, or enjoyment of the Organization's employees or customers, and provided further, only one such gift from the same donor may be accepted annually.

Any offer to the Organization of a gift, gratuity, favor or fee of a fair market value greater than one hundred (\$100.00) dollars shall be referred to the employee's or board member's affiliated board of directors which shall determine at a public meeting whether to accept or reject such gift, gratuity, or favor or fee on behalf of the Organization.

This policy is not intended to prohibit the Organization's employees, board members or family members, while in attendance at a lawful conference or gathering of a statewide or regional association, from accepting meals and/or hospitality from sponsoring entities, provided all persons in attendance at such conferences or gatherings are invited to attend or participate in the sponsored activity.