



Ethical Conduct

Purpose

The purpose of this policy is to promote ethical, transparent, and lawful conduct by all employees, officials, and Trustees of the Nippersink Public Library District (“Library”) in accordance with the State Officials and Employees Ethics Act (5 ILCS 430/).

This policy serves as a guide to professional behavior, ensuring that public trust is maintained and that all decisions are made in the best interest of the Library and its community.

General Policy

It is the policy of the Nippersink Public Library District to comply fully with the Illinois State Officials and Employees Ethics Act (5 ILCS 430/) and all applicable local, state, and federal laws governing ethical standards for public officials and employees.

All Library Trustees, employees, and volunteers are expected to:

- Conduct themselves with honesty, integrity, and fairness;
- Avoid conflicts of interest, personal gain, or favoritism;
- Use Library resources responsibly and for official purposes only; and
- Uphold the Library’s mission and reputation in all professional interactions.

Prohibited Political Activities

In accordance with Section 5-15 of the State Officials and Employees Ethics Act, no Library Trustee, employee, or volunteer shall:

- Engage in political activity during compensated working hours or while performing Library duties;
- Use Library property, equipment, or resources for political purposes; or
- Require or solicit any other Library official, employee, or volunteer to participate in political activity.

Political activity includes, but is not limited to, campaigning for candidates, soliciting contributions, circulating petitions, or displaying political materials during work time or within Library facilities.

Gift Ban

Pursuant to Section 10-10 of the State Officials and Employees Ethics Act, no Library official, employee, or volunteer shall intentionally solicit or accept any gift from a prohibited source, except as permitted by law.

A “prohibited source” includes any individual or entity that:

- Seeks official action or business with the Library;
- Conducts or may conduct operations regulated by the Library; or



- Has interests that may be substantially affected by the performance or nonperformance of Library duties.

This restriction also applies to the spouse and immediate family members of Library officials and employees.

Permissible exceptions are defined in Section 10-15 of the Act, such as nominal gifts (e.g., under \$100 total per calendar year from one source), educational materials, or items clearly intended for public distribution.

Conflicts of Interest

Library officials and employees shall avoid financial or personal interests that conflict, or appear to conflict, with the interests of the Library. Individuals must disclose any potential conflicts to the Library Director or Board President as appropriate.

Examples include, but are not limited to:

- Holding a financial interest in a company doing business with the Library;
- Accepting compensation, gifts, or favors that could influence decision-making; or
- Participating in decisions involving family members or close associates.

Enforcement and Reporting

Violations of this policy or the Ethics Act may result in disciplinary action, up to and including termination of employment or removal from office, as well as referral to the McHenry County State's Attorney's Office or other appropriate authorities.

Employees and Trustees are encouraged to report suspected violations promptly and in good faith. The Library prohibits retaliation against any individual who, in good faith, reports an ethical concern or participates in an investigation.

Ethics Advisor

The Board President, with the advice and consent of the Board of Trustees, shall designate an Ethics Advisor for the Library. The Ethics Advisor is responsible for providing guidance and clarification regarding the interpretation and application of this policy and relevant state ethics laws.

Training and Acknowledgment

All Trustees and employees shall complete required ethics training in compliance with 5 ILCS 430/5-10, and new hires will receive a copy of this policy as part of their orientation. Employees and Trustees shall sign an acknowledgment confirming their understanding of and commitment to comply with this policy.