

PARKLAND REGIONAL LIBRARY

Policy and Bylaws

TABLE OF CONTENTS

Article 1	Interpretation
Article 2	Name
Article 3	Agreement
Article 4	Mission Statement
Article 5	Core Values
Article 6	The Regional Library Board
	6.1 A Body Corporate
	6.2 – 6.5 The Regional Board
	6.6 Responsibilities of the Regional Board
	6.7 General Meetings
	6.8 - 6.11 Officers
	6.12 Conflict of Interest
	6.13 – 6.19 Executive Board
	6.20 Duties and Responsibilities of the Executive Board
	6.21 – 6.23 Committees
	6.24 Procedures of Meetings
	6.25 – 6.26 Quorums of Meetings
	6.27 Voting
Article 7	Staff
	7.1 – 7.2 Regional Library Director
	7.3 Duties of the Regional Library Director
	7.4 Jury Duty
Article 8	Finance
	8.1 Regional Library Finance
	8.2 Calculation of the Municipal Levy
	8.3 Payment of the Municipal Levy
	8.4 Special Payment
	8.5 Local Library Boards
Article 9	Access to Library Services
Article 10	Library Property
Article 11	Local Library Boards
	11.1 Appointments
	11.2 Responsibilities of the Local Library Board
	11.3 Responsibilities of the Municipal Council
Article 12	Safe Use
Article 13	Communication Policy
	13.1 PRL Board Media Communication
	13.2 PRL Board Internal Communication
Article 14	Years of Service and Recognition
Article 15	Code of Ethics
	15.1 Intent
	15.2 Policy
	15.3 General Responsibility
	15.4 Executive Board and Management Responsibility
	15.5 Employees Responsibility
	15.6 Unethical Behaviour
	15.7 Disciplinary Action

Article 16 Code of Conduct Statement of Values

- 16.1 Intent
- 16.2 Workplace Behaviour
- 16.3 Workplace Safety
- 16.4 Harassment
- 16.5 Alcohol and Drug Use
- 16.6 Responsibilities

Article 17 Harassment Policy

- 17.1 Statement of Commitment
- 17.2 Definition of Harassment
- 17.3 Employer's Commitment
- 17.4 Employee's Duty
- 17.5 Complaint Procedure
- 17.6 Confidentiality
- 17.7 Other options

Article 18 Amendments to Bylaw

Parkland Regional Library Bylaws

Article 1 – Interpretation

1.1 In all bylaws:

- (a) "Act" means the Public Libraries Act, 1996
- (b) "Regulations" means the Public Libraries Regulations, 1996
- (c) "Board Member" means a member of the regional library Board appointed pursuant to section 32(1) of the Act
- (d) "The Board" is the regional library Board constituted pursuant to section 32(1) of the Act
- (e) "The Executive Board" is the regional library executive Board constituted pursuant to section 33(1) of the Act
- (f) "The Agreement" is the agreement signed by all Municipalities pursuant to section 28 of the Act
- (g) The term "levy" refers to the amount that is invoiced to a Municipality as the contribution to regional revenue each year as per section 43 of the Act
- (h) "Sector" shall refer to the three population units used to calculate the levies and to designate services, namely; Reference Centre, Resource Centres, Small Urban Communities and all RM's
- (i) "Reference Centre" refers to the City of Yorkton
- (j) "Resource Centres" refers to five larger towns: Canora, Esterhazy, Kamsack, Melville and Wynyard
- (k) "Smaller urban communities and all the RM's" is the largest population sector
- (l) "Technological change" shall refer to equipment or material of a different nature or kind than that previously used, and/or change in the manner in which work is carried on and/or the removal of any part of this work
- (m) "PRL" shall refer to Parkland Regional Library

Article 2 – Name

2.1 The corporation shall be known as the Parkland Regional Library as constituted under The Public Libraries Act, 1996 and The Public Libraries Regulations, 1996.

Article 3 – Agreement

3.1 The Council of every Municipality within the boundaries of a Regional Library shall:

- (a) Participate in the Regional Library and make payments to the Regional Library of the annual levies and interest in accordance with any bylaw passed by the Regional Library Board pursuant to Act, Section 43(3); and
- (b) Comply with any additional terms and conditions set out in this Act or the Regulations. (Act, Section 29(1))

3.2 Where the Council of a Municipality mentioned in subsection (1) contributes more than the percentage prescribed in the regulations of the annual levies made by all Municipalities to a Regional Library Board, the Regional Library Board shall not require any increase in the amount of the levy unless the Council of that Municipality agrees. (Act, Section 29(2))

3.3 (a) Where, pursuant to section 66, a Regional Library system enters into an agreement for the participation of Aboriginal peoples in the Regional Library system, the agreement must address the matter of representation of Aboriginal Peoples on the Board and Executive Board. (Act, Section 29(3))

(b) PRL policy is to work towards First Nations participating fully in the library region.

3.4 The Council of every Municipality participating in a Regional Library system may enter into a Regional Library Agreement for the purpose of providing public library service within the Regional Library boundaries. (Act, Section 29(4))

3.5 Regional Library agreements are continuing agreements and shall not be terminated unless the Regional Library Board is dissolved, but they must contain provision for periodic review by the parties. (Act, Section 28)

3.6 Changes to the Agreement shall be dealt with in accordance with change provisions of the Agreement. (Act, Section 31)

3.7 Municipalities may enter into an agreement with PRL to provide additional library services.

Article 4 – Mission Statement

4.1 The Parkland Regional Library provides equitable access to information and library materials for all PRL residents by working with PRL member Municipalities, First Nations and other partners to reduce barriers to information posed by geography, demography, technology, institutional mandates and physical facilities. PRL endeavors to provide the services that provide access to the full range of human creativity and imagination as well as facts and knowledge.

Article 5 – Core Values

5.1 The Board, the Executive Board of the Parkland Regional Library, Local Library Boards, Volunteers, Management and Staff are committed to the following fundamental core values of library services.

(a) No Discrimination: The Parkland Regional Library shall not discriminate by reason of age, race, creed, color, ability, national origin, political or religious affiliation, sex or marital status, sexual orientation, family relationship, place of residence, educational or employment status.

(b) Universal Access to Information: The Parkland Regional Library works to break down all the barriers that prevent people from accessing information. We support the Canadian Library Association's Statement on Intellectual Freedom. We endeavor to provide the services necessary to bring information to the user in whatever form is required through efficient, effective and economical Bylaws, Policies, Programs and Services.

(c) Lifelong Learning: The Parkland Regional Library provides access to the materials that will engage the reader in the intellectual pursuit of knowledge for its own sake as well as for the betterment of the individual and society.

- (d) Recreational Opportunities: The Parkland Regional Library provides the type of materials that people read purely for fun, for the sense of intellectual engagement, and as part of the joy of the creative process.

Article 6 – The Regional Library Board

A Body Corporate

6.1 As declared by the Act Section 32(2), the Parkland Regional Library is a corporation governed by Board members appointed by the member Municipalities that belong to the Regional Library system pursuant to Section 29 of the Act.

The Regional Board:

6.2 The general management, control and operation of a Regional Library is vested in a Regional Library Board, to be known as “The Parkland Regional Library Board”, consisting of one member appointed by each Municipality that participates in the Regional Library Agreement for each 5000 of its population, or fraction thereof, appointed from among the electors resident within the Municipalities participating in the Regional Library. (Act, Section 32(1)).

6.3 Where a member of the Regional Board resigns, passes away or no longer is eligible to be a member of the Board, the Council of the respective Municipality shall appoint another member to fill the vacancy for the remainder of the term for that member.

6.4 Where a Regional Board member is unable to attend a regular or special meeting of the Board, the official alternate is for that meeting, the official representative of the Council with all the duties and responsibilities of the Board member.

6.5 If there is a Local Library Board in a Municipality that participates in a Regional Library Agreement, the Council shall appoint persons who are members of the Local Library Board as members of the Regional Library Board. (Act, Section 32(3)).

6.6 Responsibilities of the Regional Board:

- (a) Board members shall conduct themselves in a professional and respectful manner.
- (b) Provide public library services to the residents of Saskatchewan within the area it serves.
- (c) Designate the location of the Headquarter of the Regional Library subject to the approval of the Minister.
- (d) Review and approve the annual budget.
- (e) Review and approve the annual audited financial statement.
- (f) Approve the annual levy to be made by each Municipality within the boundaries of the PRL.
- (g) Review and approve the annual report on the operation of the organization.
- (h) Approve written policies and procedures and an annual review of those policies.
- (i) Approve any capital investment, expansion or new business ventures.
- (j) Conduct any other business deemed necessary by the Board.

General Meetings:

- 6.7 (a) The Regional Library Board shall meet at least once per year between January 1 and May 15. The Board shall meet at the call of the Chairperson at any time. The Board shall receive one month's notice of any meeting.
- (b) PRL shall pay the mileage for Board Members to attend the Annual General Meeting.
- (c) PRL shall designate the location of annual meetings with consideration for a reasonable distance of all members of the region and the provision of adequate facilities and refreshments.

Officers of the Regional Library Board and Executive Board:

- 6.8 The Chairperson shall be elected by the Board at the Annual General Meeting. (Act, Section 33(1))
- 6.9 The Chairperson shall preside at all meetings of the Regional Library Board and of the Executive Board. The Secretary shall be present at all meetings of the Board and its committees, except those meetings or parts of meetings dealing with matters pertaining to the Secretary's salary or performance evaluation. (Act, Section 34)
- 6.10 The Board shall appoint the Regional Library Director (Act, Section 38(1)) who shall also be the Secretary of the Board and Executive Board. The Library Director shall not vote. (Act, Section 34)
- 6.11 The Chair may vote on all matters.

Conflict of Interest:

- 6.12 Employees of the Regional Library shall not be appointed to the Regional Library Board or any Local Library Board.

Executive Board:

- 6.13 The Board shall elect at its Annual General Meeting, an Executive Board to carry out the day-to-day business of the Board and the operation of the Regional Library (Act, Section 33). Executive Board members shall be members of the Regional Library Board.
- 6.14 The Executive Board consists of the Chair of the Regional Library Board and 6 other Regional Library Board members elected from members of the Regional Library Board at the AGM. Every Municipality that has more than 5,000 residents may appoint one of its Board members to the Executive Board.
- 6.15 A Municipality with a population of 5,000 people or more must be proportionally represented in the composition of any Executive Board elected pursuant to subsection (1), which Board includes the chairman.
- 6.16 A Vice-Chairperson shall be appointed from the Executive Board members at its first meeting after the Annual General Meeting.
- 6.17 If the Chair or Vice-Chair positions become vacant, or a vacancy occurs from the other members of the Executive Board, the remaining members of the Executive Board may appoint a Board member to fill the vacancy until the next annual general meeting.

6.18 The Executive Board shall declare a vacancy and appoint a new member of the Executive if a member misses two consecutive meetings without sufficient cause or notification. (Act, Section 32(6))

6.19 The Executive Board shall meet on a regular basis as determined by the Executive Board. The Executive Board shall meet at the call of the Chair.

6.20 Duties and responsibilities of the Executive Board:

- (a) Executive Board members shall conduct themselves in a professional and respectful manner
- (b) Ensure that a clearly defined organization chart is available
- (c) Appoint, evaluate and dismiss the Regional Library Director.
- (d) Review the annual budget and present it to the Board
- (e) Review the audited financial statements and present them to the Board
- (f) Review the annual report and present it to the Board
- (g) Establish written policies and procedures and provide for an annual review of those policies
- (h) Conduct any other business deemed necessary by the Board or Executive Board

Committees:

6.21 The Board or Executive Board may appoint committees as deemed necessary.

6.22 PRL shall have 3 standing Committees these being: Human Resource, Finance, and Policy, and also may appoint Ad Hoc Committees.

6.23 The Chair is an ex officio member of all Standing or Ad Hoc Committees that are established by the Regional Library Board or Executive Board.

Procedures of Meetings:

6.24 Procedures of meetings shall be determined (in order of precedence) by the Act, Regulations, Parkland Regional Library Bylaws, or by Roberts Rules of Orders, Modern Edition.

Quorum of Meetings:

6.25 A quorum for a meeting of the Regional Library Board shall be constituted by members representing 1/3 of the participating Municipalities and First Nations.

6.26 A quorum for a meeting of the Executive Board shall be constituted by members representing 50% plus 1 member of the total number of members of the Executive Board (5 members).

Voting:

6.27 A simple majority is necessary to carry a motion except for items dealt with in other sections of this bylaw.

Article 7 – Staff

Regional Library Director

7.1 Every Regional Library Board shall appoint a person who has a degree in library or information science from a university accredited by the American Library Association as Library Director of the Regional Library and, on the recommendation of the Library Director, may appoint any other librarians, officers, technicians, assistants, clerks, and employees that are required for the efficient operation of the Regional Library. (Act, Section 38(1))

7.2 The Regional Library Director is the senior staff person of the Regional Library.

7.3 Duties of the Regional Library Director:

The Director:

- (a) Shall act as secretary to the Board and the Executive Board
- (b) Shall organize appropriate orientation/training for employees
- (c) Shall schedule hours of work for employees
- (d) May grant leave without pay in so far as regular operations will permit providing sufficient and reasonable notice is given
- (e) Shall ensure that there are job descriptions for all positions in the PRL
- (f) Shall provide a performance review for each employee at a minimum of every two years
- (g) Shall schedule casual employees in advance as far as possible.
- (h) Shall make an earnest effort to settle employee complaints without delay and complaints shall be forwarded in writing within fourteen days of the event
- (i) Shall give reasonable notice concerning a technological change that is likely to affect the terms, conditions of work or tenure of the employment of employees
- (j) Shall co-operate with Municipalities in promoting and improving practices which will provide protection from factors adverse to employee health and safety
- (k) Shall make recommendations to the Board or the Executive Board regarding bylaws, policies, programs and procedures.
- (l) Any other duty as directed by the Board or the Executive Board

7.4 Jury Duty – An employee who is required to perform jury duty on a day on which he/she would normally have worked, will be reimbursed by the Employer for the difference between the pay received for jury duty and his/her regular straight time rate of pay for his/her regularly scheduled hours of work.

Article 8 – Finance

8.1 The Regional Library shall be financed by grants from the Provincial Government and by levy payments from Municipalities. Pursuant to Section 43(1) of the Act, participating Municipalities shall make an annual grant to the Regional Library Board. The Regional Library Board shall determine the amount of the annual levy at its Annual General Meeting.

8.2 Calculation of the Municipal levy can be done by either of two methods:

- (a) Applying a flat rate per capita to all sectors; or
- (b) Calculating actual costs as follows: monies to be raised equals the proposed yearly budget expenditures minus the allocations from the provincial grant. The expenditures are: administration and operations, materials, governance, and salaries and benefits. Municipal levies are calculated on the basis of per capita within the municipal boundaries according to the most recent census. Calculations of the population of each sector in relation to the population of the region results in a percent that the sector represents. Each sector pays its own percentage of the costs of administration and operations, materials, and governance. The Reference Centre sector and the Resource Centres sector pay 100% of the Local Branch salaries and benefits. The largest sector, Small Urban Communities and RM's combined, pay the salaries and benefits of the remaining 48 local branches.

Payment of the Municipal Levy

8.3 The Executive Board shall ensure that:

The financial grant levy shall be invoiced in two installments. The first installment shall be invoiced in January, and shall be an estimate based upon 50% of the levy of the previous year and shall be due on March 1. The first installment shall include any unpaid portions (plus interest) from any previous year. The second installment shall be invoiced in July and shall be based upon the population of the Municipality as published in the current year's edition of the "Municipal Directory" and the per capita levy for the year as approved by the Board less the amount paid by the first instalment plus any amount still outstanding. The second installment shall be due on August 1. (Act, Section 43(3))

Special Payments:

8.4 Any participating Municipality may agree to pay more than the minimum levy in consideration of increased Regional Library services.

Local Library Boards:

8.5 As Local Library Boards may require funds in order to carry out their legislated responsibilities (as defined in the Act, Section 40) or other responsibilities delegated to the Local Library Board by the Parkland Regional Library Board, the Board of the Parkland Regional Library authorizes Local Library Boards to undertake any financial activities required to fulfill their responsibilities. This includes, but is not limited to, bank accounts or borrowing.

Article 9 – Access to Library Services

Use of Libraries to Be Free

9.1 "Every resident of Saskatchewan is entitled to borrow, directly or by interlibrary loan, library materials held by any public library in Saskatchewan, subject to any reasonable conditions, other than a payment of a fee, that may be imposed by the responsible Public Library Board." (Act, Section 6(1))

9.2 The Board may set fees for services identified in the Regulations, Section 22.

Article 10 – Library Property

10.1 All library materials held by the Reference Centres or Branch Libraries whether print materials, compact disks, CD-ROM's, videos, periodicals or other types of materials available for the public to borrow are deemed to belong to the Board of the Parkland Regional Library regardless of the person or institution who purchased or donated the materials. (Act, Section 69(1))

10.2 All library material shall be available to all members of the public who are entitled to borrow materials whether in person or by InterLibrary Loans (except for reasonable restrictions on reference materials, rare or expensive materials or computer materials). Over time, all library material shall be made accessible through the online public access terminals and staff terminals (the material must be cataloged in the Regional Library catalog).

Article 11 – Local Library Boards

Appointment

11.1 For the purpose of developing the Local Library in a Municipality that participates in a Regional Library Agreement, the Councils of the Municipalities whose residents use that Local Library shall appoint a Local Library Board consisting of not less than five and not more than fifteen members, including:

- (a) The Regional Library Board members of each Municipality whose residents use the Local Library; and
- (b) Any other members that the Councils of the Municipalities appoint on an annual basis. (Act, Section 39)

Responsibilities

11.2 The functions and responsibilities of the Local Library Board pursuant to Act, Section 40, are:

- (a) To interpret and implement Regional Library Board policy in the communities using the Local Library;
- (b) To formulate policy respecting the development and operation of the Local Library in co-operation with the Regional Library Board;
- (c) To advise the Municipality in which the Local Library is located concerning the provision and maintenance of adequate accommodation for the Local Library;
- (d) To provide for planning and Local Library training;
- (e) To undertake Local Library promotion and public relations campaigns in the community;
- (f) To take responsibility for special library programming;

- (g) In conjunction with the Regional Library Board, to establish and maintain standard hours of service and types of local service;
- (h) To recommend to the Regional Library Board and to its Library Director programs and materials relevant to the interests and requirements of the local community;
- (i) To consult with and report on a regular basis to the Council of the Municipality with respect to which the Local Library Board was created;
- (j) To advise the Regional Library Board respecting the appointment and terms of employment of the staff for the Local Library;
- (k) To hold an Annual Meeting prior to the Annual Meeting of the Regional Library Board;
- (l) To perform those other duties delegated by the Regional Library Board; and
- (m) To perform those other functions in accordance with the regulations for the provision of adequate library services at the local level.

11.3 (1) The Councils of participating Municipalities shall:

- (a) Ensure that accommodation for Local Libraries is provided in accordance with the regulations; and
- (b) Contribute financially in an amount determined by the Council for the provision and maintenance of that accommodation.

(2) The Councils of participating Municipalities whose residents use a Local Library shall make decisions regarding the Local Library and its location:

- (a) In consultation with the Local Library Board and the Regional Library Board; and
- (b) In accordance with any standard prescribed in the regulations. (Act, Section 41)

Article 12 - Safe Use Bylaw

12.1 The Parkland Regional Library recognizes the importance of protecting the health and safety of employees from acts of violence from members of the public. The Parkland Regional Library also wishes to promote an atmosphere of mutual respect for the competing needs and interests of patrons by discouraging rude or disorderly behaviour. It is strongly suggested that Local Library Boards meet with and communicate concerns to persons who have the potential for or continually create problems by outlining the acceptable use of the library and acceptable behaviours towards staff.

12.2 Acts that are criminal in nature will be referred to the RCMP. Acts that are not criminal in nature but threaten the health and safety of employees will not be tolerated. Upon investigation by the Local Library Board, on the first incident the Local Library Board will bar the person for a period of not less than 3 months. On the second incident, the person will be barred from the library for a period of not less than 6 months. On the third incident the patron will be barred from the library for three years. If the person continues the unwelcome behaviour, then the RCMP will be contacted for prosecution (for trespass, disorderly behaviour (Public Libraries Act, 1996, Section 71)) or other appropriate means.

Article 13 – Communications Policy

13.1 Board Media Communications Policy

The Parkland Regional Library Board (PRL) recognizes the importance of providing information to and responding to queries from the media.

To facilitate this process:

- (a) all public statements on behalf of PRL will be made by the Board Chair or the Board Chair's designate;
- (b) all public statements on behalf of Local Board in the PRL system will be made by the Local Board Chair or the Local Board Chair's designate;
- (c) press releases recommended by the Parkland Regional Library Executive Committee are coordinated through the PRL Regional Director;
- (d) in making public statements, the PRL Board Chair's main responsibility is to add a political perspective, while that of the Regional Director or designate is to add an administrative perspective. The PRL Board Chair communicates Board policy and intent and the Regional Director defines process and procedure;
- (e) Board Members unless designated by PRL Executive Committee will not speak for the PRL Board.

13.2 Parkland Regional Library Internal Communication Policy

Purpose

The purpose of this policy is to ensure that communications from Parkland Regional Library are well coordinated, effectively managed and responsive to the needs of trustees, employees and patrons.

Policy Statement

It is the policy of Parkland Regional Library to:

- (a) provide staff with timely, accurate, clear, objective and complete information about its policies, programs, services and initiatives;
- (b) employ a variety of ways to communicate, and provide information in multiple formats to accommodate diverse needs;
- (c) deliver prompt, courteous and responsive service that is sensitive to the needs and concerns of the staff and respectful of individual rights;
- (d) encourage supervisors and local Boards to communicate openly with staff about policies, programs, services and initiatives for which they have responsibility;
- (e) ensure all branch staff and local library Boards work collaboratively to achieve coherent and effective communication.

Article 14 - Years of Service Recognition

Certificates of appreciation will be presented to staff for every five years of service starting at year five and a recognition of service of five dollars per year for 35 years of service or at retirement after twenty years of service.

Article 15 – Code of Ethics Policy

15.1 Intent

Parkland Regional Library (PRL) is committed to conducting business in an open and ethical manner. We accomplish this by creating a workplace built on the statement of trust, accountability and integrity in all our business practices. It is the responsibility of everyone to build and maintain this code of ethics by supporting and actively participating in the process.

This policy shall:

- (a) establish the roles employees and PRL Board members are expected to take in establishing an ethical workplace;
- (b) define behaviour that would be unethical;
- (c) outline disciplinary actions for violations.

15.2 Policy

The PRL Board supports the Canadian Library Association Code of Ethics.

15.3 General Responsibility

The PRL Board members and its employees have the individual and collective responsibility to:

- (a) support and implement the principles and practices embodied in the current Canadian Library Association Statement on Intellectual Freedom;
- (b) make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society;
- (c) facilitate access to any or all sources of information which may be of assistance to library users;
- (d) protect the privacy and dignity of library users and staff.

The PRL strives to protect all its employees, vendors, patrons and the PRL itself from any illegal or damaging actions committed by individuals either knowingly or unknowingly. The PRL will not tolerate any wrongdoing or impropriety and will immediately take the appropriate disciplinary actions to correct the problem.

15.4 PRL Executive Board and Management Responsibility

- (a) expected to set a prime example. In all their business dealings, honesty and integrity shall be required;

- (b) must report any conflicts of interest regarding their position at PRL in writing to management;
- (c) must report suspected violations in writing to management.

15.5 Employees Responsibility

- (a) expected to work together to promote a workplace built on trust, accountability and openness;
- (b) must disclose any conflicts of interest regarding their position at Parkland Regional Library in writing to management;
- (c) must report suspected violations in writing to management.

15.6 Unethical Behaviour

- (a) The PRL will not be party to the intent or appearance of unethical or compromising practices in its business relationships;
- (b) harassment or discrimination will not be tolerated;
- (c) employees shall not use PRL assets or business relationships for personal use or gain.

15.7 Disciplinary Action

In the event that a violation of this policy occurs, the PRL will employ disciplinary measures that reflect the severity of the offence up to and including termination of employment or removal from the Board or the Executive Board.

Article 16 – Employee Code of Conduct Statement of Values

16.1 Intent

The Parkland Regional Library (PRL) recognizes that to achieve its vision, the environment it provides must be one which demonstrates respect, dignity, equity and safety for all PRL employees.

The PRL is proud of the services it delivers to the communities it serves. The PRL Board recognizes that it is through the commitment and effort of each employee that the excellent quality of its services is achieved and public trust is maintained. All employees have the right to work in a positive and respectful environment. The PRL Board and employees have a shared responsibility to exercise the basic principles of respect and dignity in all working relationships.

The Employee Code of Conduct (the Code) outlines the standards for the conduct for which all employees are accountable. All employees are expected to be aware of, and comply with, this Employee Code of Conduct and its related policies and processes.

Nothing in this Code is intended to conflict with the PRL's obligations to its employees under the collective agreement or employment contracts.

16.2 Workplace Behaviour

Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Saskatchewan Human Rights Code.
<http://www.qp/gov.sk.ca/documents/English/Statutes/Statutes/S24-1.pdf>

The following standards outline the workplace behaviours for which all employees are accountable. All employees are expected to:

- (a) provide courteous, competent and responsive service to the Library users and other employees;
- (b) act in a fair, honest and proper manner according to all applicable laws and regulations;
- (c) act with reasonable care, integrity and diligence in the performance of other duties or responsibilities;
- (d) be fair and honest in their dealings with individuals and organizations and behave in a manner that facilitates constructive communication between the Library and the community;
- (e) seek and achieve a team approach with other employees in an environment of mutual respect, trust and acceptance of each person's role and responsibilities in achieving the library's goals;
- (f) establish a working relationship with other employees that recognizes and respects the diversity of opinions and achieves the best possible outcome for the community;
- (g) respect and use information obtained in the course of their duties in a careful and prudent manner;
- (h) adhere to Library policies and procedures;
- (i) avoid real or apparent conflict of interest between their duties and responsibilities as an employee and any outside interests;
- (j) respect the right, dignity and feelings of others;
- (k) communicate in a civil and respectful manner, whether the communication is verbal, written or electronic. Language used must at all times meet acceptable social standards and contribute to a positive work environment;
- (l) respect other employee's work areas and property;
- (m) respect the privacy of the PRL trustees, employees, patrons, contractors and supplies;
- (n) be aware that they represent the PRL while carrying out their job duties and responsibilities, whether they are in the Library or at a work related meeting, conference, or other function held outside the PRL.

In the event that one employee feels another employee has not acted in accordance with these standards, he or she should first inform the employee that he or she will discuss the matter with immediate supervisor.

16.3 Workplace Safety/Prevention of Violence

Employees are not permitted to:

- (a) commit any violent act or threatening gesture or speech against other employees or members of the public;
- (b) bring weapons of any kind or any instrument designed to look like a weapon into the workplace.

16.4 Harassment

The PRL is committed to providing a work environment free from discrimination or harassment. Workplace Harassment occurs when an employee or member of the public engages in any demeaning or offensive behaviour (verbal or non-verbal) which causes the work environment to be stressful, degrading or discriminatory. No form of harassment, including sexual or personal, will be tolerated, whether it involves employees or members of the public.

16.5 Alcohol and Drug Use

The PRL is a drug and alcohol free workplace. As such, the use of non-prescribed drugs or alcohol during work hours is strictly prohibited. The PRL prides itself on providing a safe working environment for all of its employees and patrons. Employees under the influence of drugs or alcohol on the job can pose serious safety and health risks both to themselves and their coworkers. To help secure a safe, healthy workplace, the PRL reserves the right to prohibit certain items and substances from being brought in to or being present on company premises. The PRL also prohibits any employee from reporting to work, or working with any measurable level of illegal (or non-prescription) drugs, alcohol or other controlled substance which might affect the employee's ability to work safely.

16.6 Responsibilities

- (a) The PRL Executive Committee is responsible for communicating the Code of Conduct to all employees.
- (b) Employees are responsible for conducting themselves in accordance with the terms of the Code while carrying out their job duties and responsibilities and when interacting with other employees and members of the public.
- (c) The Regional Director or designate is responsible for ensuring that each reported incident of alleged wrongdoing is investigated in a timely manner. The PRL Executive Committee is responsible for investigating a reported alleged breach by the Regional Director.

Article 17 – Harassment Policy for Parkland Regional Library

17.1 Statement of Commitment

Every employee is entitled to employment free of harassment. The Parkland Regional Library (PRL) is committed to a harassment-free workplace where everyone is treated with dignity and respect.

17.2 Definition of Harassment

Pursuant to *The Saskatchewan Employment Act (SEA)*:

Harassment means any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:

- (a) based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- (b) adversely affects the worker's psychological or physical well-being and that the person knows or ought reasonably to know would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences. However, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. It does not include any reasonable action taken relating to the management of the place of employment.

Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

17.3 Employer's Commitment

The PRL, and its managers and supervisors, will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace.

17.4 Employee's Duty

In accordance with Section 3 of the SEA, all employees, including managers and supervisors employed by the PRL, shall refrain from causing or participating in the harassment of another employee, and co-operate with any person investigating harassment complaints.

17.5 Complaint Procedure

Any employee who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

Where this cannot be done, or is unsuccessful, the employee should report the alleged harassment to the employer, or to one of the persons designated by the employer to receive complaints of harassment to the following:

Director, PRL

Business Manager, PRL

Chairman, PRL Board

Vice Chair, PRL Board

Once a person designated by the employer to receive complaints of harassment receives a complaint, that person shall immediately bring the complaint to the attention of the employer.

The employer will discuss options to resolve the complaint with the complainant. Where the conflict cannot be promptly resolved in a manner satisfactory to the complainant, the employer will notify the alleged harasser of the complaint, provide the alleged harasser with the information concerning the circumstances of the complaint and undertake a confidential investigation.

Following the conclusion of the investigation, the employer will inform the complainant and the alleged harasser of the results of the investigation.

Where harassment has been substantiated, the employer will take appropriate corrective action to resolve the complaint.

17.6 Confidentiality

The PRL will not disclose the identity of the complainant or alleged harasser or the circumstances of the complaint, except where disclosure is necessary for the purposes of investigating or taking disciplinary action in relation to the complaint, or where such disclosure is required by law.

17.7 Other Options for Complaints

Nothing in this policy prevents or discourages an employee from referring a harassment complaint to Occupational Health and Safety or The Saskatchewan Human Rights Commission. An employee also retains the right to exercise any other legal avenues available.

Saskatchewan people have the right to healthy and safe work environments free from harassment.

Article 17 was approved at the Annual General Meeting, May 15, 2021

Article 18 - Amendment to the Bylaws

An amendment to this bylaw may be proposed at any meeting of the Board by any member of the Board but it is effective only after a favorable vote at the meeting. Advance notice of the proposed amendment must be received by the Executive Board at least 45 days in advance of the meeting of the Board and shall be circulated to all members of the Board at least 20 days in advance of the Board meeting. Amendments must be approved by a 2/3 majority of the Board who are present at the meeting where the amendment is being considered.