

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 513

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EMPLOYEE ETHICS POLICY/COMPLIANCE  
STATEMENT

Reviewed and  
Updated 8/06

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Introduction

Staff members of the American Library Association (ALA or the Association) have a responsibility to the Association that requires them to maintain high ethical standards so that the Association's reputation is not endangered. To that end, ALA asks its staff to observe the following ethical principles. Staff are also asked to sign the policy upon employment to ensure everyone has read and understands the policy. An employee signature is required on annual basis. Human Resources will distribute an updated form for signature on an annual basis.

ALA's staff is expected to use good judgment when carrying out their day-to-day duties and responsibilities for the Association. Occasionally a staff member may be faced with a situation or decisions not specifically described in this policy statement but which may compromise the Association. In these instances, as in all others where the motivation and intention of others are unclear, staff are expected to discuss the issues with their supervisors.

Conflict of Interest & Professional Development

Staff members should refrain from entering in outside relationships or activities that could be perceived as adversely affecting their responsibilities, loyalties, interests, or duties to the Association's goals and objectives. Staff members who do engage in transactions or private arrangements for profit that might be viewed as occurring from or based upon their position with the ALA should first obtain consent from their supervisor to enter into such an association.

ALA encourages its staff to be active in their professional areas in order to continue their personal development. Staff members who pursue professional development activities such as writing, speaking, serving on outside boards, or consulting (in areas not directly associated with ALA responsibilities) may be paid for this work. To the extent that this professional activity does not violate any existing ALA policy, or is not in

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direct conflict with the Association's goals and objectives, and is not a conflict of interest for the employee, payment may be accepted. Supervisors should be informed of all outside professional activities.

ALA Assets & Financial Records

In a similar vein, ALA staff enjoy access to a wide range of ALA assets including equipment, supplies, financial instruments, and records. Such access is intended to further the Association's goals and objectives. Staff who intend to use such assets for other than their ALA-designated and authorized purposes should first obtain authorization from their supervisor. The use of ALA assets for any unlawful purpose is strictly unauthorized.

Staff who are involved in the preparation, maintenance, and authorization of ALA's financial records have special responsibilities. Ethical conduct requires that:

- A. All assets are to be accurately recorded and reflected in ALA's financial records on a timely basis. No undisclosed or unrecorded asset is to be established for any purpose.
- B. No false entries are to be made in the financial records for any reason and no staff member should ever engage in any arrangement that results in a false entry.
- C. Staff members who have knowledge of any unrecorded asset or any prohibited financial transaction as described in this section must promptly report it to their direct supervisor, ensuing levels of supervision, the Executive Director, or the Executive Board. Authorities to whom such a staff member reports such knowledge have an equally great obligation to keep the identity of such a reporting staff member confidential upon request.

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ALA information & Public Disclosure

Information generally not available to members or the general public that is obtained as a result of employment by the Association may not be used for personal profit. Disclosure of information not generally available to members or the general public in advance of the time prescribed for its authorized release is unethical conduct.

Nothing in this policy is intended to prohibit ALA staff from reporting unsafe, unethical or illegal practices within the Association to appropriate governmental officials or the media, provided that a staff member with such knowledge has first reported such practices to your immediate supervisor, and failing that, to the supervisor's department head or the ALA Executive Director. All managerial personnel within the Association to whom a staff member reports confidential information and are responsible to shield the reporting employee from penalty.

All senior managers of the Association are responsible for enforcing this policy in accordance with other personnel policies.

Signature will become effective at date of hire.

This is to acknowledge that I have read and will comply with the above policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This policy requires an annual signature.