Friends of the GPL - Organizational Code of Conduct

The Friends of the Guelph Public Library will strive to:

- **Uphold** its mission, vision and values in all activities and decision-making processes.
- **Adhere** to high ethical standards in all interactions and transactions, avoiding conflicts of interest and acting in the best interests of its stakeholders, maintaining integrity, credibility, and excellence in all aspects of its operations.
- **Maintain** transparency in its operations, providing clear and accurate information to volunteers and stakeholders, and ensuring that it holds itself accountable for its actions and decisions, acknowledging mistakes and taking corrective measures when necessary.
- **Promote** inclusivity and diversity, ensuring equal opportunities for all individuals to participate in its programs and initiatives.
- **Prioritize** the safety and well-being of volunteers and other stakeholders**,** implementing appropriate measures to mitigate risks and ensure a secure environment.
- **Foster** respectful and open communication channels among volunteers and stakeholders by encouraging feedback and dialogue, and a commitment to fair conflict resolution.
- **Comply** with all relevant laws, regulations, and standards applicable to its operations, including those related to volunteer involvement, governance, and financial management.
- **Evaluate** continuously its practices and performance, seeking opportunities for improvement and innovation to better serve its mission and stakeholders. **(Continued next page.....)**

Friends of the GPL - Volunteer Code of Conduct

In all of my volunteer activities with the Friends of the Guelph Public Library, I will strive to:

- **Support** the mission, vision and values of the Friends and contribute positively to its objectives.
- **Treat** everyone with dignity, respect, and fairness, regardless of their background, beliefs, or opinions.
- **Fulfill** my volunteer **commitments** punctually and reliably, informing the appropriate personnel as soon as possible if I am unable to fulfill my duties as scheduled or described.
- **Work collaboratively** with other volunteers and stakeholders to achieve common goals, fostering a positive and inclusive environment.
- **Prioritize** the safety and well-being of myself and others, following safety protocols and reporting any hazards or incidents promptly.
- **Be responsible** for my actions and decisions while representing the Friends, acknowledging and learning from any mistakes, and seeking assistance whenever I am unable to complete a task as assigned.
- **Understand and respect** any confidential information shared with me.
- **Communicate** openly, honestly, and respectfully with fellow volunteers and stakeholders.