



Emma S. Clark Memorial Library

120 Main Street
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www.emmaclark.org

"The Heart of the Three Village Community"

Employee Code of Conduct/Workplace Safety Policy

All library personnel are expected to conduct themselves in a professional manner. Common courtesy and cooperation is to be shown to all staff members and the public at all times. Discussions between members of the library staff on library problems, complaints, or issues are to be confined to private areas of the library.

Emma S. Clark Memorial Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees of the library. The Library's goal is to prevent all workplace accidents. To achieve this goal, all library employees must make a conscious effort to be aware of safety and health hazards at all times. Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees are required to immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination.

Employees are required to immediately notify their supervisor of accidents that result in injury, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures. Supervisors should ensure that an "Accident Information Form" is completed with details of the accident.

No employee who, in good faith, reports a safety violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination.

Adopted 10/19/2016