

## **STANDARDS OF CONDUCT POLICY**

Employment with Douglas County Libraries (the “Library”) carries with it special obligations and responsibilities. Each employee has the right, as an individual, to participate in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by law. Because personal views and activities may be interpreted as representative of the institution in which the individual is employed, careful distinction must always be made between: (a) private actions of the employee as an individual and (b) those actions one is authorized to take in the name of the Library.

### **Concerted Activity**

Employees have the right to act with co-workers to address work-related issues in many ways. Employers cannot discharge, discipline, or threaten employees, or coercively question employees, related to this “protected concerted” activity. A single employee may also engage in protected concerted activity if they are acting on the authority of other employees. However, employees can lose protection by saying or doing something egregiously offensive or knowingly and maliciously false, or by publicly disparaging the employer’s products or services without relating the complaints to any labor controversy. If employees have concerns they would like to discuss regarding workplace conditions please follow the Library’s complaint procedure.

Additional details on conduct can be found in the Library’s Employee Handbook.