

**OFFICE
POLICY**

Off-1 EMPLOYEE SAFETY

- Any employee injured during working hours should immediately contact the CEO or Chairperson of the Board. If an employee is required to leave for treatment or is sent home for such an injury, the employee shall receive full payment for the remainder of the shift at their regular rate of pay;
- It is incumbent on the employee to ensure that the appropriate documentation is completed if there is a need. (e.g. Workplace Safety Insurance Board/WSIB); and
- Employees will participate in a Workplace Hazardous Material Information System course (WHMIS)

Off-2 DRESS CODE

- The Bonfield Public Library wishes to project a professional image to the public, thereby requires employees to dress in a manner that is appropriate to an office setting (Business Casual). All employees must maintain an appearance that is neat, clean and tidy.
 - Business casual is defined as:
 - Slacks or cords
 - Business Casual shorts
 - Casual dresses or skirts
 - Shirts with or without collars
 - Blouse, turtleneck or sweater
 - Closed toe shoes
 - Approved casual wear:
 - Jeans (No wear, tears, frayed edges)
 - Business Casual is NOT:
 - Clothing with inappropriate logos or sayings
 - Halter, tank or tube tops
 - Muscle shirts
 - Short shorts/skirts
 - Sweatpants, leggings, tights, spandex/lycra shorts or pants
 - Big overalls
 - Sandals, flip flops, Croc-style shoes
 - Caps/hats
 - Sweatshirts
 - An exhaustive list.
 - Work Specific Attire:
 - On occasion when employees are performing job duties either in an office or outdoors that require more comfortable, less formal clothing (e.g. Jeans), approval will be at the discretion of CEO/Head Librarian as appropriate.
 - Exceptions:
 - Requests for exceptions to the above or clarification regarding a particular item of clothing or accessory should be directed to the CEO/Head Librarian.

Off-3 INCLEMENT WEATHER (WEATHER DAYS)

- In the event of a severe storm, storm warnings, blizzard, extreme fog, or other extenuating weather conditions that may affect public safety, the Bonfield Public Library will remain closed. Employees will not be paid for that day.

- If inclement weather should arise when the library has already been opened, the Library may be closed and the employee will receive pay for the full shift.
- In the event of inclement weather, where the library must be closed, the employee will contact the CEO, the CEO will contact the Chairperson of the Board and/or Vice-Chairperson of such an event. Where possible it will be posted on social media and posted on the front door.

Off-4 LIBRARY HOURS

- The Library will be open during those hours publicly posted by the main entrance to the library. By agreement between staff and the Board members, the library may, from time to time, be closed during regular hours due to statutory holidays, special events, or extenuating circumstances. In the light of these circumstances, no material will be due on a day when the library is closed.

Off-5 LIBRARY USE

The library is recognized as an integral part of the community, as a space available for use by responsible groups and committees when such use:

- Does not interfere with the regular function of the library;
- Does not promote activities in conflict with the general existence of the library, as outlined in the ***Introduction***;
- Permission has been obtained for such use from the library staff; and
- Users of the library space agree to abide by the rules of the library, to clean up the library after use, and to be responsible for any damage incurred to all materials and/or equipment during the period of use.

Off-6 FOOD & BEVERAGES

- Except during special events and programs, the library does not permit the consumption of any food or beverages in the library. Any groups wishing to use the library and intending to serve food and/or beverages must first obtain permission to do so from the library staff.

Off-7 OTHER FACILITIES

While in the library, patrons and staff are asked to **not**:

- Loiter;
- Bring pets into the building, with the exception of service, animals, assistance animal trainees; (*see also Accessible Customer Policy*)
- Leave children unattended; (*see also Unattended Children Policy*);
- Smoke or use tobacco products, including electronic cigarettes on Library premises and within 9 (nine) meters of the Library entrances;
- Consume, possess, or be under the influence of illicit or intoxicating substances on library property;
- Engage from offensive, harassing, threatening or discriminatory language or actions;
- To respect the privacy of people and staff when filming or recording in the Library by asking their permission before including them in your photos, videos or audio recordings;
- View sexually explicit images on the Internet or violate the Library's Internet Acceptable Use Policy; and
- Wear clothing that is inappropriate in a public place: bare feet, shirtless, wet bathing suit/bathing attire, wet clothing and/or wet towels.

However patrons and staffs are asked to:

- Maintain proper personal hygiene so as not to offend others with strong, pervasive odors including body odor and/or odors caused by scents alcohol or smoking.

Use of the telephone is restricted to emergency situations unless otherwise stipulated.

Enforcement:

Inappropriate behaviour as outlined or the commission of any crime on library property will have consequences. Patrons may be asked to leave the library premises immediately. In addition, a patron may be barred from library premises temporarily or permanently depending on the severity of the offense. To enforce these policies, library staff are authorized to call for police assistance, or to take any other measures reasonably appropriate and necessary.

Off-8 DISPLAYS and BULLETIN BOARDS

One role of the library is to serve as an access point for current information on community organizations, issues and services. Notices and posters will be displayed on the bulletin board as space becomes available with the following considerations:

- Material for posting or distribution within the library must be deposited at the circulation desk for approval by the CEO;
- The board and staff do not necessarily support the aims and objectives of the groups whose material may be displayed in the library, nor is it required to display all material submitted;
- The notices and posters will remain on display for a time mutually agreed to or until just after the event has been held;
- No tickets or item sales are permitted in the library, unless otherwise stipulated by the CEO; and
- No soliciting will be allowed in the library.

Off-9 EMPLOYEE PERSONAL DEVICES

- All library employees are expected to ensure the safe and appropriate use of cell phones and any other Personal devices;
- Employees are expected to exercise discretion in using personal cell phone. Therefore:
 - a) Making and receiving personal calls and/or texting during work time is to be avoided;
 - b) Personal cell phones should be out of sight and on silent or vibrate mode during working hours.

Off-10 EMPLOYEE USE OF TECHNOLOGY AND OF SOCIAL MEDIA

- While on duty, employee must refrain from online activities which are not library related;
- Employee may make personal use of library equipment, on their own time;
- Compensation for fax, printing, disc cleaning, and photocopies is set at the same rate as the public.

Off-11 FAMILY FRIENDLY WORKPLACE

- Employees are permitted to bring their children to work, unless this interferes with their work duties.

Off-12 EMERGENCY EVACUATION PLAN

If a situation arises that threatens the safety of others and justifies the evacuation of the building: you **MUST**

- By a general announcement instruct all people to leave the library immediately;
- If possible contact Fire, Police or Ambulance – (*outside line 9*) **911**;
- Make every reasonable attempt to assist patrons in evacuating the building without compromising your own safety;
- Leave the building via the nearest safe exit by walking; and
- Proceed directly to the entrance at Hwy 531 (designated meeting place) and remain there until you are authorized to either return to work or leave the premises.

Employee in Charge Duties:

- **sounds evacuations alarm if not already done and if possible contact Fire, Police or Ambulance – (*outside line 9*) 911;**
- **search the library – including all restrooms;**
- **closes all windows and doors;**
- **responsible for head count at designated meeting place (entrance at Hwy 531); and**
- **responsible for issuing “All Clear Signal” .**

If a situation arises that threatens the safety of staff and the public, remain calm. If necessary, press the (silent) panic button at the Circulation Desk staff to summon the Police.