

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 513

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EMPLOYEE ETHICS POLICY/COMPLIANCE
STATEMENT

Reviewed and
Updated 8/06

Introduction

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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.