



NAK'AZDLI WHUT'EN

EMPLOYEE CODE OF ETHICS

1. I will carry out the duties of my position conscientiously, loyally and remembering that my main purpose is to serve the Band Membership.
2. I will use initiative to find ways of doing my work more efficiently, effectively and economically.
3. I will follow my supervisors' instructions attentively, being cooperative and working as a team member with other Band Employees.
4. During my hours of employment, I will work solely on my job responsibilities.
5. While both on and off duty, I will conduct myself in a manner that will reflect positively on myself, my department and the Band
6. I will show respect for the authority and jurisdictional structures of the Band, Chief and Council.
7. I will continually work towards self-improvement and professional development through self-evaluation and constructively using available literature, upgrading and training when the opportunity arises.
8. I will be on the job punctually each day, unless there is a valid reason for absence or lateness, in which case I will contact the Band Manager or my immediate supervisor at the start of the working day, providing indication of when I will be returning to work.
9. I will fully attend all meetings, workshops, conferences, etcetera, assigned to me as an official representative of the Band. I will formally in writing, report back to my supervisor and/or the department Committee informing them of the proceedings of these meetings
10. I will dress appropriately for my employment position, as I understand my appearances as a Band Employee reflects the Band as a whole.
11. I will not give out official and/or confidential information acquired on the job, unless the release of such information has been authorized by the Band Council, Chief and/or Band Manager.
12. I will use information obtained on the job for its intended purpose and not for my own personal interests.

13. I will protect and care for the Band Property entrusted to me, using equipment, property or supplies which are owned or rented by the Band for authorized purpose only.
14. I will not publicly criticize other employees or the Policies of the Band Council or individual departments, should I feel changes are necessary, I will provide constructive criticism and suggestions through proper channels and seek to make the workplace as harmonious as possible.
15. If my employment position and private interests constitutes a conflict of interest, I shall declare this to the Chief and Council who will direct in which manner this may be resolved.

I, _____, have read through the above Nak'azdli Band's Employee Code of Ethics. I acknowledge and hereby agree to abide as a condition of my employment with the Nak'azdli Whut'en.

Employee Signature

Date

Supervisor Signature

Date