



Purpose: MFN expects staff to adhere to a high standard of conduct to maintain a professional, healthy & safe work environment that creates a positive work environment for all employees.

Scope: All classification of employees including elected officials.

CONDUCT NOT CONDONED BY MIAWPUKEK FIRST NATION

Condescending and disrespectful conduct to community members, clients, fellow employees, or management will not be tolerated. Miawpukek First Nation expects your support in ensuring that our work environment is positive, productive and motivating for others.

Adherence to the policies and procedures, approved by Saqamaw and Council and which are expressed in the workplace, is also mandatory. If you have any questions regarding a policy, speak to your immediate supervisor for clarification.

The following are some examples of inappropriate behavior, but the list is not exhaustive:

- Absence from work without proper authorization.
- Abuse of Band property.
- Insubordination towards management, refusal to comply with instructions or failure to perform reasonable duties that is assigned.
- Sexually, verbally, physically or mentally harassing any person associated with the band organization.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Disclosing personal confidential information to unauthorized persons.
- Falsifying data or results.
- Falsifying employment application, timesheet, or other records.
- Unauthorized possession or use of Band property or property belonging to another employee.
- Gambling (with the exception of fund raising activities), carrying weapons or explosives, or violating criminal laws in the band businesses.
- Fighting, horseplay, practical jokes, or other disorderly conduct.
- Engaging in acts of dishonesty, fraud, theft, or sabotage.
- Malicious damage to or neglect of client or Band samples or equipment.
- Performance which, in the Band's opinion, does not meet the requirements of the position.
- Violation of MFN Occupational Health & Safety policies.



- Negligence in observing the fire prevention rules, such as smoking in non-smoking areas.
- Use of or being under the influence of alcoholic beverages, inhalants, illegal drugs or other intoxicants at any time on Band premises or while conducting Band business is not permitted.
- Disrespect of the customs and beliefs of other.
- False statements (libel or slander) against fellow employees.

CONDUCT OUTSIDE OF WORK HOURS OR WHEN AN EMPLOYEE IS LAID OFF

When any of the above behaviors are questioned because of “after work” or while “laid off” incidents and it detrimentally affects one or more of the following, the employee will be subject to discipline:

- MFNs reputation.
- Renders the employee unable to properly discharge his or her employment obligations.
- Causes other employees to refuse or be reluctant to work with that person.
- Inhibits the employer’s ability to efficiently manage and direct the production process.
- Any disturbance at any of MFN’s offices or business units will not be tolerated and the person or persons causing the disturbance will be reported to the RCMP. MFN will support the laying of charges for causing a disturbance in cases where the facts give rise to such a charge. For clarity this policy is stating that loud voice, cursing and swearing and banging things are actions that amount to causing a disturbance.

LIBEL AND/OR SLANDER AGAINST MFN OFFICIALS OR EMPLOYEES

Persons making/publishing false allegations against MFN elected officials or staff will be held accountable for such statements. For clarity this policy is stating that in serious cases of false statement such as the allegation of fraud or theft legal action for libel/slander will be launched.



FACEBOOK AND SOCIAL MEDIA CONDUCT

MFN Employees' personal social networking sites will not reflect any negative or unprofessional responses or comments regarding a person's employment, work environment or work related issues.

Employees are to not respond to any complaints or criticism against MFN or its departments posted on Facebook or any other social networking site. MFN and its departments shall respond only to complaints and/or criticism that have been submitted directly to MFN and/or its departments in writing.

Failure to follow the Band's Code of Conduct will result in disciplinary action up to and including termination.

PROCEDURE FOR COMPLAINT:

If complaint about an employee is made from inside or outside the organization, it must be in writing and must include details of whom, when and where. The employee's immediate supervisor will review this complaint and action will be taken as per the discretion of the supervisor. This action may include a sit down meeting with all parties. The General Manager and the person with whom the complaint is laid must have copies of all correspondence for accountability purposes.