

firearm, knife or other dangerous weapon during working hours or while on or conducting Tribal business and/or while representing MBCI, unless specifically authorized by an employee's job description and work requirements, Fighting, "horseplay," and/or other conduct that may harm, offend, threaten, intimidate, and/or coerce any employee, client, vendor, supplier, or member of the public are prohibited. These prohibitions apply to behavior on Tribal property, while on Tribal business off the property, and while representing MBCI in any other manner.

If you know of a potential violation of this Policy, or if you feel some person or something is suspicious, please do not intercede or otherwise place yourself in danger. Immediately report any concerns you have about weapons and/or actual or potential workplace violence or other inappropriate conduct to your supervisor. If you cannot immediately reach your supervisor, or if danger is imminent and/or if there is any other reason why contacting your supervisor is inappropriate under the circumstances, please immediately contact the Office of Human Resources. Where appropriate, call 911 for law enforcement assistance. MBCI will take appropriate action as dictated by the circumstances.

III. NATURE OF EMPLOYMENT

This Policy is not an employment contract. MBCI reserves the right to change this Policy at any time, with or without notice. As a MBCI employee, you are subject to the terms of this Policy, and any changes hereto enacted by the Tribal Council at any time, including MBCI's right to change the terms and conditions of employment effective immediately upon adoption of a revised policy. This provision applies to all employees unless you have an individual written employment agreement, signed by you and the Chief, granting you an unconditional contractual right of employment for a defined period of time. MBCI reserves the right to change this Policy at any time. As such, you do not have any vested right to rely upon policies in existence at the time you accepted employment. No representative of MBCI has the authority to offer or promise you anything different.

No Tribal employees running for any political office may engage in any political activity while on the job, nor shall the employee use any Tribal property (communications systems, emails, printers, paper, vehicles, or any other property belonging to the Tribe) in campaigning for office.

All Tribal employees are to refrain from involving themselves in any activities that may be deemed politically oriented during regular business hours (generally Monday through Friday, 8:00 a.m. through 4:30 p.m.) or during any time when the employee is on duty, whether or not that duty is during regular business hours or on tribal government property. Some instances of political activity include:

1. Making political statements to customers, employees or the public;
2. Wearing pro-candidate clothing, buttons, pins or campaign paraphernalia;
3. Postings on bulletin boards or email systems for political purposes or distributing or receiving push cards or campaign literature in any manner;

4. Engaging in political fundraising or political informational meetings within the workplace;
5. Missing work for political purposes without complying with this Policy on pre-approved leave;
6. Using any Tribal resource (paper or other consumable supplies, telephones, copies, computers, tribal motor vehicles, etc. for a political purpose).

It is permissible to use community buildings and ball fields as locations to meet with constituents for political purposes, but only during non-working hours and with the prior approval of the applicable Administrative official to whom that duty is assigned.

MBCI has resources available to assist employees with problems they may encounter at work. Employees should use all available levels of supervision in the chain of command to address issues involving their employment. Using resources outside of the chain of command can result in delay and inappropriate action. Any deviation from the chain of command may result in appropriate discipline.

IV. INTEGRITY AND STANDARDS OF CONDUCT; CONFIDENTIALITY OF MBCI BUSINESS

All employees shall adhere to the highest standards of conduct, personal integrity and honesty, always acting in a way that merits the continued trust and confidence of the public. Some of the standards of conduct that employees must follow include, but are not limited to:

1. All documents must be completed truthfully. *Examples: job applications, employment records, time cards, expense reports.* Falsification of any documents or records is strictly prohibited.
2. Employees are expected to cooperate fully with internal investigations. All employees are subject to investigation for workplace and related matters and purposes, including investigations conducted by outside parties. Except for an employee who has been suspended pending investigation, an employee has no right to representation during the investigatory process. The right to representation begins during the grievance process.
3. Illegal or unethical conduct will not be tolerated. MBCI is committed to the highest regard for law and ethics. If any employee believes he/she has been instructed or requested by MBCI, or anyone acting on behalf of MBCI, to engage or participate in any unlawful or unethical activity, the employee should immediately contact his/her supervisor or the Office of Human Resources.
4. Treat all employees, visitors, vendors and customers courteously and with respect. Each employee must demonstrate respect for both fellow employees and management. Discourteous conduct is harmful to you and MBCI, and it