

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

will not be tolerated.

5. Perform your job to the best of your ability and cooperate with your supervisor to achieve the best in his or her efforts to improve your performance. MBCI expects all employees to maintain fully satisfactory performance and to cooperate with others to achieve MBCI's goals as efficiently and effectively as possible. Insubordination is not tolerated.
6. Maintain the confidentiality of any and all information regarding MBCI's operations, policies and procedures, fellow employees, vendors, customers and/or other companies with whom MBCI has business relations. All business matters within MBCI are of the highest confidential nature. Disclosing any confidential information to third persons is a breach of the duty of confidentiality.
7. Avoid all possible conflicts of interest or appearances of conflicts of interest. A conflict of interest may arise from any number of circumstances, including an employee's financial interest in or involvement with an entity with which MBCI conducts business or competes for business, or involvement in an activity that interferes with your job performance. Employees must disclose, immediately and in writing, any possible conflicts of interest to the Chief. The Chief will make a determination on a case-by-case basis. The Chief's decision is final. Gifts and gratuities must be approved and reported under the procedures set forth under Section XIX.G of this Policy.
8. Be honest in all matters. Report information as accurately as possible in all matters relating to your employment and the business of MBCI. This includes MBCI documents such as your employment application, hours worked, and expenses. MBCI will not tolerate dishonesty.
9. Respect the property of MBCI and of your fellow employees. Misuse or abuse of equipment or property belonging to MBCI, customers, or any other entity doing business with MBCI is prohibited. This includes unauthorized personal use of MBCI's supplies, computers, vehicles, mechanical equipment, and long distance telephone lines.
10. All relationships must be built on mutual trust. For this reason, surreptitious taping of conversations with management, other employees, or any entity with which MBCI has business relations is prohibited, except as provided herein.
11. Do not bring or possess any type of unauthorized weapon or unlawful drug at the workplace, or have any such weapon or drug in your possession at any time while you are on MBCI business.

12. Your behavior, whether on or off duty, including any use of Social Media, should always reflect favorably upon MBCI. Employees shall follow the policies herein on Equal Employment Opportunities, discrimination, and harassment.

## **V. GENERAL EMPLOYMENT AND PERSONNEL ACTIONS**

### **A. Promotion-From-Within**

While maintaining consistent application of MBCI's Native American Preference Policy and Veteran Preference Policy, enrolled members of MBCI who are employed by the Tribe, including participants in training programs within the MBCI, will be given preference in the filling of vacancies. Promotions entailing only salary increases and/ or modifications of or additions to existing job responsibilities and duties of an employee may be made at the discretion of the Chief.

### **B. Identification of Hiring and Salary Approval Authority**

The Chief must approve a manager or supervisor's recommendation for employment before any offer is made to a prospective employee. This includes rate of pay approval.

The Tribal Council shall establish a basic departmental structure for the Tribal Government executive branch.

### **C. Nepotism**

No person may hold a position over which a immediate family member exercises supervisory authority or in which a immediate family member is in a position to order or recommend personnel actions which would affect him or her. Similarly, no person may hold a position in which he or she exercises supervisory authority or responsibility over an immediate family member. This provision does not apply to persons occupying positions to which they were elected.

An immediate family member is defined as one of the following: husband, wife, child, grandchild, brother, sister, mother, father, grandmother, grandfather, or any aunt, uncle, niece and nephew who is related to the employee within the 3<sup>rd</sup> degree according to the Nolan Chart of Relationships and Degrees of Kindred.

### **D. Candidate Screening Practices**

To the maximum extent possible, the Tribe will check the references and former employers listed by applicants on the standard application form. If the position requires that an employee be licensed, the Tribe will inquire whether the candidates have been licensed or are able to be licensed upon commencement of employment.

Where the nature of the job warrants it, the job announcement may cite that the applicant is subject to examination. The examination shall pertain to those matters which test the capacity