



Kitigan Zibi Anishinabeg EMPLOYEE WORK CODE OF ETHICS

As a Kitigan Zibi Anishinabeg employee, I hereby agree to become familiar with and abide to the employer's work-related procedures and policies including the Human Resources Policy, Anti-harassment policy and duty to accommodate. I will fulfill my job responsibilities to the best of my abilities, and abide by the policies and procedures of my employer and Service Sector.

I hereby also agree to abide by the following the Work Code of Ethics for Kitigan Zibi Anishinabeg employees:

1. I will carry out the duties of my position conscientiously and honestly, remembering that my primary work task is to serve the Kitigan Zibi Anishinabeg membership.
2. In my actions and words, I will promote and uphold the integrity and dignity of Kitigan Zibi Anishinabeg and its programs.
3. I will be prompt, courteous, and temperate in the performance of my duties.
4. I will use initiative to find ways of consistently improving my work efficiency.
5. I will adopt a positive attitude when dealing with fellow employees, other Kitigan Zibi Anishinabeg members, management, and Band Council.
6. I will follow the instructions of management attentively and co-operate with my co-workers.
7. During my hours of employment, I will work solely on my job responsibilities.
8. Within my sphere of responsibility, I will recommend changes to the policies, priorities or procedures when I believe that such changes would help to meet the objectives of my Service Sector or employer.
9. I will show respect for the authority and jurisdictional structures of Kitigan Zibi Anishinabeg.



10. I will continually work toward self-improvement and professional development, through self-evaluation and availing myself to available literature, upgrading and training when the opportunities arise.
11. I will be punctual each day, unless there is a valid reason for absence or lateness, in which case I will contact my immediate supervisor at the start of the work day and provide an indication of when I expect to return to work.
12. I will attend all meetings, workshops, conferences, etc. when mandated as an official delegate of Kitigan Zibi Anishinabeg and will formally report back to my supervisors and/or the Band Council.
13. I will dress appropriately for my employment position, as I understand that the appearance of employees reflects on Kitigan Zibi Anishinabeg as a whole.
14. I will treat all employees, clients, the general public, and any person with whom I communicate with dignity and respect and will not make derogatory comments or jokes related to their race, national or ethnic origin, skin colour, religion, age, sex, marital status, family status, disability, criminal conviction or pardon, sexual orientation, or any other comment which may be construed as an affront to their dignity or human rights. I will not discriminate against anyone and withhold my personal opinions and views.
15. I will only communicate official and/or confidential information acquired on the job if the release of such information has been authorized in writing by my superior or required by law.
16. I will use information obtained on the job for the intended purpose only, not for my own personal interests.
17. I will use equipment and property of Kitigan Zibi Anishinabeg with appropriate care and for authorized purposes only and will report any problems, abuse or concerns to an appropriate member of management.
18. I will refuse any gifts or other tangibles offered to me by suppliers or contractors because of my work position.



- 19. I will not publicly criticize other employees, individuals, Service Sectors or the policies of Band Council; if 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.
- 20. I will attempt to communicate openly with other staff and to settle internal differences in a constructive manner.
- 21. If my employment position and private interests create a real or potential conflict of interest, I shall declare this to an appropriate member of management and/or Band Council, who will decide how to resolve the matter.
- 22. Considering my employment position and my responsibilities, I will at all times behave with dignity, non-violence and respect towards Kitigan Zibi Anishinabeg, its members, management and employees
- 23. I will respect Kitigan Zibi Anishinabeg's human resource policy on the prohibited use and consumption of intoxicating, mood altering and/or controlled substances during the performance of my duties.
- 24. Notwithstanding my political preferences, I will remain loyal to my employer and serve the employer to the best of my ability.
- 25. I will, in my actions and carrying out my duties, be respectful and professional. I acknowledge and read the anti harassment policies and agree to abide by it. . I will not harass others or abuse the authority given to me by virtue of my employment.
- 26. I understand that the use of social networking sights and the internet is considered public domain. As a result, I will not use social network sites or any other form of communication for the purposes of slander, defamatory expression or lateral violence.

Employee's Name: _____

Signature: _____

Date: _____

Director's Signature: _____

Date: _____

