


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL

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	Code of Ethics	Date Originated 09/01/2009
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Policy

It is the policy of the Muscogee (Creek) Nation (MCN) to sustain a visionary and effective government through a legislative, judicial, and executive alliance that serves its tribal citizens. The Office of the Principal Chief upholds professionalism and the highest standards of service at all levels of tribal government. To achieve this goal, all elected and appointed officers, as well as employees, must act in a manner that earns the trust, confidence and respect of Creek citizens and the general public.

Scope of Policy


1. This policy applies to all officers and employees of MCN and its entities.
2. Any employee of MCN or its entities who violates this policy may be subject to corrective action, up to and including termination, depending on the severity of the violation.
3. Any officer of MCN who violates this policy may be subject to corrective action, up to and including removal as defined by the Constitution and laws of the MCN, depending on the severity of the violation.
4. If any employee believes they have been requested or instructed by an MCN officer or employee, or anyone acting on behalf of MCN, to engage or participate in any unlawful or unethical activity, the employee should immediately contact their manager, cabinet secretary or the Human Resources Department.

Code of Ethics

All officers and employees shall uphold the highest standards of conduct, personal integrity, and honesty, maintaining unwavering principles of ethics and moral responsibility. The following ethical standards and codes of conduct must be observed, including but not limited to:

1. Compliance with the Code of Conduct Policy;
2. Compliance with the Conflict of Interest Policy;
3. Compliance with Constitution, Law and Regulations
 - a. Officers and employees are expected to comply with the MCN Constitution, laws and regulations, be ethical, and be responsible when working with MCN's citizens, finances, products, partnerships and public image.

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4. Acceptance of Gifts

- a. An officer or employee of MCN may neither solicit nor accept gratuities, favors, or anything of monetary value from their client, or contractor or parties to subcontracts.

Exceptions:

- Govern obvious family or personal relationships.
- Permit acceptance of food, refreshments and items of nominal value.

- b. Any violation will result in immediate termination and subject to removal as defined by the Constitution and laws of the MCN.

5. Uphold the core values and mission of MCN.

6. Adhere to the highest standards of ethical and professional behavior.

7. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust.

8. Respect the customs, practices, pride and dignity of all people, and serve them with respect, concern, courtesy, and responsiveness.

9. Refrain from participating in any activity which demeans the credibility and dignity of MCN.

10. Approach tribal administration and duties with a positive attitude and constructively support open and honest communication, creativity, dedication and compassion.


11. Avoid any interest or activity which is in conflict or gives the appearance of being in conflict with the conduct of official duties.

12. Comply with all federal, tribal, state and applicable laws.

13. Respect and protect any privileged and privacy information to which access is gained in the course of official duties.

14. Accept as a personal duty the responsibility to keep up to date on emerging issues and to administer the tribe's business with professional competence, fairness, impartiality, efficiency, and effectiveness.

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15. Eliminate all forms of fraud and mismanagement of tribal funds, and support responsible efforts to correct such fraud, mismanagement, or abuse.
16. Support tribal communities, to be good citizens, support good works and charities, and carry a fair share of the tribal workload.
17. Lead and encourage MCN in the use and improvement of standards, sound business practices, new technology, new ideas, and calculated risk-taking.
18. Officers and employees shall avoid any unlawful or unethical activity.