


<b>HUMAN RESOURCES POLICY AND PROCEDURE MANUAL</b>		
	Professional Standards Policies	Section 2-202
	<b>Code of Conduct</b>	Date Originated 09/01/2009
		Date Revised
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## **Policy**

It is the policy of the Muscogee (Creek) Nation (MCN) to establish standards of conduct for interactions with colleagues, management, citizens, community and the overall tribal government. MCN is committed to the highest regard for law and ethics while maintaining the traditions, culture, and respect of the Muscogee people. Officers and employees who are engaged to provide services are bound by MCN employment policies to follow these rules of conduct while performing their duties on premises, attending company functions, and performing work related activities.

## **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 Conduct**

Expectations of officers and employees conduct include, but not limited to:

1. Compliance with the Code of Ethics 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. Respect in the Workplace

- a. Officers and employees have the responsibility to treat each person with respect.
- b. MCN will not tolerate discriminatory behavior, harassment or victimization. Employees have a right to a healthy, safe and secure working environment.

#### 6. Professionalism

- a. Officers and employees must show professionalism and integrity in the workplace and promote appropriate professional values, attributes and behaviors which together set the tone for MCN.

#### 7. Attendance and Job Duties


- a. Officers and employees will be responsible for his or her attendance and the performance of his or her job duties as described in the job description, and such other duties and responsibilities as may be delegated by his or her supervisor.

#### 8. Insubordination

An officer's and employee's act of willfully ignoring, disobeying, or refusing to follow direction from an authority figure or group that is reasonable, moral and ethical. Insubordination may include, but not limited to:

- a. Refusing to follow a reasonable direct order such as completing a task;
- b. Disobeying or refusing to follow policies and procedures;
- c. Sabotaging work or hindering productivity, such as purposely slowing down progress or causing problems;
- d. Disrespecting or confrontational behavior towards someone in a leadership position; and /or
- e. Disrupting team dynamics or undermining authority such as spreading rumors or gossip and encouraging others to defy instructions.

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## 9. MCN Property

- a. Officers and employees should treat MCN's property, whether material or intangible, with respect and care. Employees should also protect MCN facilities and other material property from damage and vandalism, whenever possible.
- b. Officers and employees should not misuse company equipment or use it frivolously.
- c. Officers and employees should respect incorporeal property. This includes trademarks, copyright and other property information, reports, etc. Employees should only use them to complete their job duties.

## 10. Benefits

- a. Officers and employees are not to abuse their employment benefits. This can refer to time off, insurance, facilities or any other benefits MCN offers.

## 11. Mail

- a. Due to security reasons, all mail sent or received by officers and employees must be related to tribal business only.

## 12. Fundraising and Outside Employment

- a. Fundraising outside normal working hours shall be permissible. However, fundraising must not be conducted during working hours.
- b. Outside employment must also not be conducted during working hours, which is a conflict or give the appearance of conflict of interest.
- c. MCN property and equipment shall not be utilized in conducting fundraising or outside business ventures.
- d. Annual leave must be utilized if doing a fundraiser or outside employment during working hours.


## 13. Media and Press Communications

- a. News releases and contact with the media play a significant role in shaping public perceptions. It is important that such interfaces are carefully managed. Officers and employees should direct members of the media to the MCN Communications Department.

## 14. Copyright, Patent, Trademark

- a. Title to any product, copyright, patent, trademark, trade name, license, system, invention, and the like, developed and/or discovered by any employee shall inure

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to MCN.

- b. Officers and employees will be given credit for development or discovery. The individual's contribution to such work will be noted in the individual's performance evaluation and noted in their personnel file.

15. Officers and employees shall avoid any unlawful or unethical activity.

16. General Procurement Standards (2 CFR §200.318 (c)(1))

- a. The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
  - i. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  - ii. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
  - iii. Non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. Violations of any provisions of MCN's Code of Conduct will be addressed through the Corrective Action Policy.