


HUMAN RESOURCES POLICY AND PROCEDURE MANUAL		
	Professional Standards Policies	Section 2-203
	Conflict of Interest	Date Originated 09/01/2009
		Date Revised
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Policy

It is the policy of the Muscogee (Creek) Nation (MCN) to uphold high ethical standards for all elected and appointed officers, as well as employees. All officers and employees are expected to act in the best interest of the MCN and avoid situations that may create an actual or perceived conflicts between personal interests and those of the MCN. The purpose of this policy is to ensure integrity, legal compliance, and organizational unity.


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.

Conflict of Interest

1. An officer or employee of MCN or any entity under MCN jurisdiction is not allowed to enter into business contracts or do business with the MCN (MCNCA Title 37, Chapter 4).
Exceptions (NCA 17-008):
 - An officer or employee of MCN may teach part-time or an adjunct professor at the College of Muscogee Nation.
 - An officer or employee of MCN who possess special skill and services of cultural significance that would receive pay for providing services or classes that would help preserve and educate others on the heritage, traditions and/or culture of the MCN.

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

Exceptions:

- Permit acceptance of food, refreshments and items of nominal value.
3. Examples of conflict of interest include, but not limited to:
 - a. Officer or employee's ability to use their position with MCN to their personal advantage;
 - b. Officer or employee's engaging in activities that will bring direct or indirect profit to a competitor;
 - c. Officer or employee's using connections obtained through the MCN for their own private purposes;
 - d. Officer or employee's using company equipment as means to support external business; and/or
 - e. Officer or employee's taking bribes or bribing someone.

Refer to MCNCA Title 37, §4-101, entitled "Conflict of Interest"