

ACADIA FIRST NATION
OFFICE CONFIDENTIALITY
POLICY

MEMO

To: All Office Staff
From: Band Manager
Subject: OFFICE CONFIDENTIALITY POLICY
Date: March 01, 2001

Please be advised that all employees of the Acadia Band Office are to maintain the highest standard of confidentiality with regard to anything that is heard or seen within the Band Office or pertaining to the Band Office.

Confidentially is that which is entrusted to you in confidence by another. Any breach of this policy may lead to dismissal without appeal.

Please sign as understanding and agreeing with this policy.

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

Employee name & Position

March 01, 2001

To: **All Summer Students**

From: Band Manager

Subject: **OFFICE CONFIDENTIALITY POLICY**

Please be advised that all employees of the Acadia Band Office are to maintain the highest standard of confidentiality with regard to anything that is heard or seen within the Band Office or pertaining to the Band Office.

Confidentially is that which is entrusted to you in confidence by another. Any breach of this policy may lead to dismissal without appeal.

Please sign as understanding and agreeing with this policy.

Summer Student

Summer Student

Summer Student

Summer Student

**ACADIA FIRST NATION
EMPLOYEE CODE OF ETHICS CONTRACT**

As a new Band employee, I hereby agree to become familiar with Band policies and procedures, as explained in the Band's Administration Manuals. I will fulfill my job responsibilities to the best of my abilities, and abide by the policies of the Band and my department. I hereby also agree to abide by the following code of Ethics for Band employees:

1. I will carry out the duties of my position conscientiously, loyally, and honestly, remembering that my primary work task is to serve the Band membership.
2. In my actions and words, I will promote and uphold the integrity and dignity of the Band and its programs, government and staff.
3. I will be prompt, courteous, and temperate in the performance of my duties.
4. I will use initiative to find ways of doing my work more efficiently, effectively, and economically.
5. I will develop a positive attitude in dealing with fellow employees, other Band members, and the Chief and Council.
6. I will follow instructions attentively, be cooperative with my supervisors and co-workers, and work as a team member with other Band employees.
7. During my hours of employment, I will work solely on my job responsibilities.
8. Within my sphere of responsibility, I will recommend changed of policies, priorities, or procedures, when I believe that such changes would help to meet the objectives of my department or the Band.
9. While both on and off duty, I will conduct myself in a manner that will bring credit to myself, and my department, and the Band.
10. I will show respect for the authority and jurisdictional structures of the Band, Chief and Council.
11. I will continually work towards self-improvement and professional development, through self-evaluation, and availing myself of available literature, upgrading and training, when the opportunities arise.
12. I will be in the job punctually each day, unless there is a valid reason for absence or lateness, in which case I will contact the Band Manager or my immediate Supervisor at the start of the working day, and provide an indication of when I expect to return to work.
13. I will fully attend all meetings, workshops, conferences, etc. assigned to me as an official

delegate of the Band, and will formally report back to my Supervisor and/or the Band Council on the proceedings of these meetings.

14. I will dress appropriately for my employment position, as I understand that the appearance of Band employees reflects the Band as a whole.
15. I will be courteous and polite towards other staff members and to the public.
16. I will give out official and or confidential information acquired on the job only when the release of such information has been authorized by the Band Council.
17. I will use information obtained on the job for the intended purpose only, not for my own personal interests.
18. I will use equipment, property, or supplies which are owned or rented by the Band for authorized purposes only, will use such equipment with care, and will report any maintenance required to an appropriate staff member.
19. I will refuse any fee, gifts, or other tangible offered to me in reward for duties performed by virtue of my position.
20. I will not publicly criticize other employees, ro the policies of the Band Council or individual departments; if I feel changes would be advisable, I will provide constructive criticism and suggestions through proper channels, and seek to make the workplace as harmonious as possible.
21. I will attempt to communicate openly with other staff, and to settle internal differences in a constructive manner.
22. I understand my relationship with the Band Council as a Band employee to be as follows:
 - a) The Band Council will request my attendance at a Band Council meeting if my presence is required.
 - b) If I wish to address Council on matters not related to my job, I must take time off work to do so.
23. **Conflict of Interest** - If my employment position and private interests constitute a conflict of interests, I shall declare this to the Chief and Council, who will direct in which manner this may be resolved.

Signed, and agreed to, this _____ of _____, _____.

(Employee)

(Supervisor/Witness)

APPROVED AND PASSED THE ACADIA FIRST NATION - "EMPLOYEE CODE OF ETHICS" AT A DULY CONVENEED MEETING OF THE ACADIA BAND COUNCIL ON FEBRUARY 22, 2001.

**ACADIA FIRST NATION
Employee Code of Ethics Contract**

By signing below I hereby acknowledge that I have read and understand the Acadia First Nation Employee Code of Ethics Contract. I agree to follow the guidelines set out in this contract and have a copy for my personal records.

Chief Deborah Robinson

Date

Employee Signature

Date

Employee Signature

Date

Employee Signature

Date

Employee Signature

Date

Employee Signature

Date

Employee Signature

Date

Employee Signature

Date

Employee Signature

Date