PERSONNEL POLICY

Subject: Code of Ethics Policy and Procedure

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Policy Overview

Redding Rancheria is committed to maintaining a high level of professional and personal conduct with employees, patients, vendors and all others who have contact with the tribe. All tribal employees must adhere to Redding Rancheria's Tribal Government Policy: Code of Ethics. The Code of Ethics explains the Tribe's values, principles and expectations for ethical conduct and practices. This policy is intended to outline organizational procedures for communicating the Code of Ethics and investigating any violation of the Code of Ethics by an employee of Redding Rancheria.

Communicating the Code of Ethics

Employees are encouraged to read and familiarize themselves with this Code of Ethics Policy and bring any questions they may have to the attention of their supervisor.

Guiding Values Of Our Workplace

In support of the Code of Ethics policy, Redding Rancheria employees are expected to put into practice the six established Guiding Values:

- Serving Others
- Working Together
- Doing What's Right
- Embracing Change
- Respecting Differences
- Balance Life

Investigations into violations of the Code of Ethics

When a violation of the Code of Ethics warrants an investigation, Redding Rancheria will conduct a thorough and confidential investigation. All investigations will be conducted by the appropriate management personnel in coordination with the Senior Director of Human Resources. Appropriate corrective disciplinary action is conducted in accordance with Redding Rancheria Personnel Policies.

Applicable Policies

Personnel Policies:
Category 120 – Attendance Standards
Category 125 – Conflict of Interest
Category 130 – Confidentiality
Category 400 – Corrective Action Guidelines
Category 600 – Prevention of Harassment
Category 605 – Drug-Free Work Environment

Government Management Policies
Part VII Tribal Council Code of Ethics

In 1997, The Redding Rancheria Tribe created Governmental Management Policies for the organization. Part VII, Tribal Council Tribal Code of Ethics established specific ethical standards, not only for Tribal Council members and Tribal Officials, but also included Tribal employees as individuals who will be held accountable for such standards. The following are quotes and excerpts from that policy. Tribal employees have access to the full Tribal Code of Ethics policy on the Redding Rancheria intranet.

Tribal employees are included as among those who serve the tribe and may take action on behalf of the Redding Rancheria that may be deemed as personal or adverse to the Tribe. Specific acts that refer to tribal employees in the ordinance include, but are not limited to, the following:

- "…tribal employees shall not employ any blood relative or relative by marriage on any basis other than merit or on the basis of the Redding Rancheria's hiring preference policy."

- "…tribal employees shall not take employment that is not compatible with their duties and responsibilities to the Tribe as a Council person, staff member, or officer of the Tribe."

- "…tribal employees shall not engage in any personal investments that they become aware of as a result of their position in the Tribe unless they first disclose the opportunity to the Tribal Council and the Council votes to not take advantage of the opportunity."

- "…tribal employees shall not engage in contracting or procurement of goods in which they have a personal or financial interest, unless the interest is fully disclosed to the Tribal Council and the Council votes and approves the transaction."

- "It is the policy of Redding Rancheria that a person may serve as a Redding Rancheria employee or official and also be elected to serve as a Tribal Council Member. Persons serving as both a Redding Rancheria employee or official and a Tribal Council member shall not vote on issues that involve a financial interest to the individual. This includes, but is not limited to pay raises, additional days off with pay, or any other fringe benefits that a person may acquire as an employee."

- "…tribal employees shall not accept any benefit not available to a General Council member, with the exception of the honorarium paid for attending a Tribal Council meeting."

In addressing actual or apparent improprieties, tribal employees are subject to the following:

- "…the tribe will not tolerate acts of actual or apparent improprieties."

- "…acts involving an actual impropriety by a tribal employee that involve illegal acts while serving on behalf of the Tribe, acts involving an abuse of power, acts involving dishonest conduct or acts that would do a disservice to the Tribe's reputation."

- "…acts prohibited under this ordinance involving actual or apparent improprieties include but are not limited to the following:

1. "…serving while being intoxicated or under the influence of illegal drugs;"
2. "Misappropriation or misuse of Tribal funds;"
3. "Concealing, removing, mutilating, or destroying Tribal records, or copying Tribal records for improper purposes;"
4. "Committing perjury or fraud."
5. "Actions or activities that bring discredit or disrespect to the Tribe."
6. "Knowingly engaging in illegal activity while a Council member, Tribal official, or employee."
7. "Representing oneself as acting on behalf of the Tribe without the authorization to do so….."
8. "Soliciting or accepting, directly or indirectly, gifts, gratuities, favors, entertainment, loans, kickbacks or any other thing of value from any person, group or private organization who is either seeking to obtain contractual or other business with the Tribe….."
9. "Using one's position to coerce, threaten or intimidate a person or group to provide financial benefit or other personal gain to oneself or family….."
10. "Using one's official title in Tribal government to conduct personal business."
11. "Knowingly making public any subject matter of a confidential nature received in connection with one's duties as an official or employee of the Tribe, including but not limited to:
    a. "matters discussed during the Tribal Council executive session;"
    b. "matters protected as confidential under federal, state, or Tribal law;"
    c. "Information given to a tribal official or employee with the reasonable expectation that such information would be kept confidential."
12. "Engaging in improper conduct or gross neglect of duty."

"Tribal employees who violate the prohibitions set forth in Part VII Tribal Council Tribal code of Ethics, shall be subject to disciplinary actions by the Chief Executive Officer, which may include immediate termination of

employment." Employees disciplined according to this section shall have recourse to the grievance procedures set out in the Tribe's Personnel Policy.

"…tribal employees entrusted with Tribal funds for carrying out Tribal business shall be held personally accountable and liable for Tribal funds entrusted to their control in connection with their official Tribal duties. Funds withdrawn will only be used for the specific purpose it was withdrawn for. Any funds not expended for authorized purposes must be repaid to the responsible Tribal Official or employee within three working days after the date in which such funds were to have been expended."

"…tribal employees shall be held personally accountable and liable for all tribal equipment entrusted to their personal use in connection with conducting Tribal business. Specifically:

1. "…tribal employees shall not use or authorize the use of tribally-owned or leased motor vehicles and other transportation equipment for other than officially authorized tribal purposes."
2. "…tribal employees shall not use or authorize the use of all other tribal-owned or leased equipment for other than officially authorized tribal purposes."
3. "…the sovereign immunity of Tribal Council members, Tribal Officials and employees alleged to have violated this section is waived to the extent that the Redding Rancheria Indian Tribe can pursue action to recoup any losses it may have incurred at the hands of the individual."

"Part VII Tribal Council Tribal Code of Ethics is not conclusive as to the types of conduct that governs Tribal Officials, personnel and Council members of the Redding Rancheria. It is a statement that outlines the intent that we will uphold the utmost integrity and reputation for our Tribe."