

TRIBAL TEMPORARY EMPLOYEE POLICIES

Personnel Policy Number 115: Code of Ethics Policy and Procedure

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... 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....."
 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."

Policy Number 140: Personal Appearance/Hygiene

The importance of first impressions among the visiting public dictate a minimum standard of dress to be maintained while working for the Redding Rancheria during normal business hours unless work requires otherwise. Redding Rancheria expects its employees to be presentable to the public at all times. It also expects all employees to be neat, clean and groomed when interacting with the public. All areas of personal appearance and cleanliness should be presented to our customers in the best possible way.

Attire/Appearance:

1. Professional attire shall be worn at all times.
2. Clothing shall be clean, wrinkle free, appropriately sized and maintained.
3. Undergarments are to be worn at all times.
4. Unacceptable attire:
 - a. Tank tops.
 - b. Torn, worn and faded jeans.
 - c. Tight or sheer low cut apparel, which exposes cleavage.

- d. Blouses or tops which do not completely cover the midriff.
 - f. Spandex tops and skirts.
 - g. Baggy, poorly fitting or excessively long pants.
 - h. Dresses/skirts are not to exceed two (2) inches from the top of the knee. Spaghetti strap dresses or tops.
 - i. Warm ups, sweat suits or hooded sweatshirts, etc.
 - j. No clothing with vulgar or offensive writing or graphics is permitted.
 - k. T-shirts and sweatshirts with inappropriate logos.
 - l. Rubber or similar type thongs and flip-flops are not acceptable.
5. Shoes shall be clean and in good repair.
 6. Hair shall be clean.

Religious Dress and Grooming:

Religious dress practices and religious grooming practices are permitted.

Tattoos

Any tattoos deemed offensive shall be covered at all times.

Policy Number: 605: Drug Free Workplace

Prohibited Activity

1. "...The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drugs, drug paraphernalia, other controlled substances or alcohol, or being under the influence of any illegal drug, other controlled substance or alcohol, while on the job or conducting Redding Rancheria business is strictly prohibited..."
2. "...Abusing any legal prescription drugs, or the purchase, sale, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with the law while on the job or conducting Redding Rancheria business is also strictly prohibited.
3. Employees are responsible for ensuring that their ability to work safely will not be affected by taking medication prescribed to them by a physician. When in doubt, employees are required to discuss this with their physicians. If unable to safely work due to the effects of prescribed medication, employees are required to provide a doctor's statement to their supervisors before commencing work. Supervisors will provide the Human Resource Department with the statement and discuss with the Sr. Director any limitations that may be present with the employee. Any medical issues discussed will be kept confidential to the fullest extent possible. Redding Rancheria reserves the right to refer an employee for a fitness for duty evaluation by a physician authorized by the Tribe to determine whether it is advisable for the employee to continue working while taking the drug in any of the following circumstances:
 - Whenever working while impaired will endanger the safety of the employee or some other person; or it
 - Poses a risk of significant danger to Redding Rancheria property or equipment
4. Nothing in the policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as the activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this policy. The policy and procedure for taking over-the-counter drugs while at work is the same as for taking medication prescribed by a physician.
5. Nothing in this policy is intended to regulate off the job conduct, so long as the employee's off-the-job conduct does not result in employees being under the influence of or impaired by the use of alcohol or drugs in violation of this policy.
6. Redding Rancheria reserves the right to contact the appropriate law enforcement agency for possible arrest and prosecution when an employee, in the performance of their job duties, is found

in possession of illegal drugs or legal drugs obtained or abused in an illegal fashion.

Drug and Alcohol Screening Program

1. All offers of employment by Redding Rancheria are contingent on the applicant passing a drug and alcohol screen. After the offer of employment but prior to starting work, the applicant will be scheduled to take a drug and alcohol screen in accordance with the drug and alcohol screen procedure established in this policy. The offer of employment will be withdrawn for any applicant who fails to successfully pass a drug and alcohol screen.
2. All employees who suffer an on the job injury or who are involved in an accident or intentional act which results in property or personal damage may be required to submit to a drug and alcohol screening. All incidents of on the job injuries/illness, accidents, or intentional acts resulting in damage are to be immediately reported to the Senior Director of Human Resources and may be asked to consent to a drug and alcohol screening which will be administered in accordance with the procedure established in this policy.

If an employee refuses to cooperate with the administration of any requested drug alcohol tests, the refusal will be handled as a positive test result.

All drug and alcohol screening records will be treated as confidential and are kept separate from the employee's personnel file.

Personnel Policy 145: Smoke Free Work Environment

“...No use of tobacco products including cigarettes, e-cigarettes and chewing tobacco will be allowed within the facilities at Redding Rancheria, Redding Rancheria Tribal Health Center, Churn Creek Health Care and the Redding Rancheria Headstart Program at any time. Smoking or tobacco use shall be permitted only in designated smoking areas located at least 25 feet outside the building entrance of Redding Rancheria. Redding Rancheria Tribal Health Center and Churn Creek Healthcare are smoke free campuses.

All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers....”

Policy Number 625: Cellular Phones and Other Communication Devices

Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of Redding Rancheria phones. Personal calls as well as texting during the work hours, regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees are directed to make personal calls or non-business texts during breaks and lunch periods and to ensure that friends and family members are aware of the Tribe's policy. The Redding Rancheria will not be liable for the loss of personal cellular phones brought into the workplace. Employees are not authorized to use personnel cell phones in place of Redding Rancheria provided electronic communication devices.