

Employee Code of Ethics

As a new Peguis Band employee, I hereby agree to become familiar with the Band policies and procedures currently in effect, and abide by the policies of the Band, as authorized by the Peguis Chief and Council.

I hereby agree to abide by the following Code of Ethics:

- (a) I will carry out the duties of my position conscientiously, loyally, and honestly, remembering that my primary work task is to serve the membership of the Band.
- (b) I will represent the interests of all people of the membership equally and fairly without favouritism or preferential treatment in any manner.
- (c) Throughout my endeavours, I will promote and uphold the integrity and dignity of the Band and all Band programs and employees.
- (d) I will be prompt and courteous, and engage a positive attitude in the performance of my duties and toward the public and other Band employees.
- (e) I will be pro-active in undertaking my responsibilities and take initiative to determine how I can fulfill my duties effectively, efficiently, and economically.
- (f) Within the sphere of my responsibilities, I will provide recommendations concerning policy, procedures, and program priorities when I believe that such changes would help to meet the objectives and/or goals of my program or the Band.
- (g) I will continually work toward self-improvement and professional development through self evaluation, and availing myself of available literature, upgrading, and training when the opportunities arise.
- (h) I will demonstrate trust and respect for the authority and powers of the Band, including Chief and Council and Program Administration.
- (i) I will keep confidential all workplace information and provide confidential information acquired on the job only when the release of such information has been authorized by Chief and Council.
- (j) I will use information acquired on the job for the intended purpose only, and not for my personal interests.
- (k) I will use and store any Band-owned equipment, property, or supplies for authorized purposes only with utmost care, and report any maintenance required to the appropriate source.

The Peguis First Nation **Employee Code of Ethics** has been approved and passed at a duly convened meeting of the Peguis Chief and Council on August 16, 2008.

Signed and agreed to the Peguis First Nation Code of Ethics:

Employee Name

Date

Approved: August 26, 2008