



CODE OF CONDUCT AND POLICIES **ACKNOWLEDGMENT**

I hereby acknowledge that I have read and understand Navajo Tribal Utility Authority's Employee Code of Conduct, Confidentiality Statement, and Drug-Free Workplace Policy and Statement as provided in Appendix A, B, and C of this document.

I agree to comply with all policies, practices, rules and regulations contained in the Employee Code of Conduct, Confidentiality Statement, and Drug-Free Workplace Policy and Statement during my term as a volunteer.

I understand that if I fail to comply with the Employee Code of Conduct and other policies, I may be subject to disciplinary action, up to and including dismissal from volunteer activities.

EMPLOYEE SIGNATURE

DATE

PRINT NAME

APPENDIX A

PART EIGHT: EMPLOYEE CONDUCT AND DISCIPLINARY

ACTION A. CODE OF CONDUCT

1. Employees of the Authority shall at all times comply with the Codes of Ethics and Conduct in a manner that does not discredit the Authority.
2. The orderly and efficient operation of the Authority requires that employees maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services, and to protect the Authority's goodwill and property.

To that end, the Authority sets forth its established rules that, together with observance of all other proper standards of conduct, employees shall obey.

3. Employee Conduct Guide: Each employee of the Authority shall perform all assigned duties and shall:
 - a. Show consistent, unswerving loyalty to the Authority.
 - b. Observe and discharge the trust and confidence placed in him or her as an employee of the Authority.
 - c. Comply with the directions and instructions of his or her supervisor in the service of the Authority.
 - d. Show courtesy, cooperativeness, diligence, and tact in dealing with all customers including fellow workers, the Navajo people, and the general public.
 - e. Give full, efficient, and industrious service that promotes the economical and effective accomplishment of the Authority's programs.
 - f. Safeguard confidential information and refrain from disclosing it, except in the manner and to the extent the Authority authorizes.
 - g. Economically use, protect, and conserve Authority property and equipment entrusted to the employee.
 - h. Maintain a good record of both attendance and punctuality at work. This includes advance and/or timely notice of absence.
 - i. Work industriously and efficiently.
 - j. Produce work of high quality.
 - k. Safeguard against injury to self or others.
 - l. Treat all employees with dignity and respect, and promptly carry out supervisory instructions. Work comes first; disagreements can be settled at a later time.

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- m. Utilize all Authority assets (equipment, materials, supplies, and money) in a proper and economical manner.
 - n. Call attention to any problem or situation which hinders work performance, safety, output, or quality, and suggest possible solutions to such problems.
 - o. Provide the highest standards of service and consideration to all customers and prospective customers.
 - p. Work harmoniously with co-workers, supervisors, customers, suppliers, and all others with whom the employee is associated during the performance of his or her duties.
 - q. Employees are expected to be engaged in productive work for each hour for which they are paid. Employees running out of work shall notify their supervisors and request for additional assignments. If it is not feasible to ask a supervisor, then the employee is expected to exercise his or her ingenuity in finding work to do.
4. The following activities shall not be permitted on the Authority premises or while on Authority business:
- a. Fighting or threatening violence in the workplace.
 - b. Gambling.
 - c. Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
 - d. Insubordination or disobedience.
 - e. Job Abandonment.
 - f. Safety violations and unsafe performance.
 - g. Falsifying Authority records.
 - h. Punching another employee's time card or falsification of timekeeping records.
 - i. Theft or inappropriate removal or possession of property.
 - j. Possession of dangerous or unauthorized materials, such as explosives, weapons or firearms, in the workplace.
 - k. Loafing, loitering, and unauthorized visiting.
 - l. Horseplay or mischief.
 - m. Smoking, eating, or drinking in marked restricted areas.
 - n. Sleeping.

- o. Unsatisfactory job performance or conduct.
 - p. Abuse of authorized break privileges.
 - q. Interference or interruption of the Authority's work or the work of other employees.
 - r. Unauthorized use of the Authority telephones, communication devices, mail systems or other Authority-owned equipment.
 - s. Entering lockers, toolboxes, or property of other employees on Authority premises without knowledge of the immediate supervisor.
 - t. Entering the facilities or remaining on the premises unless the employee is on duty, scheduled for work or conducting business with the Authority.
 - u. Working under the influence of alcohol or drugs.
 - v. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
 - w. Sexual or other unlawful or unwelcome harassment.
 - x. An affair between a supervisor and employee, or personal relationship between employees that has an adverse effect on the operations of the Authority's business.
 - y. Unauthorized meetings or activities.
5. Employee Responsibilities and Obligations:
- a. Personal property brought onto Authority premises is the responsibility of the employee. The Authority is not responsible or accountable for loss or theft of such personal property.
 - b. Based on a thorough investigation, an employee may be held financially responsible for damage to, or loss of, Authority monies or property resulting from carelessness or failure to prevent.
 - c. Official correspondence related to the Authority shall be sent to and received in its offices, not at the personal addresses of employees.

- d. Personal correspondence not related to official Authority business shall be sent to and received at the employees mailing address, not at the Authority's business address.
 - e. Report immediately all injuries and accidents, no matter how small, to their immediate supervisor.
 - f. Report immediately all damages to Authority equipment and property no matter how small to their immediate supervisor.
 - g. Report to work and maintain him or herself in a condition fit and able to perform job duties in a safe and efficient manner. Employees must remain alert to duties at all times.
 - h. Conduct him or herself at all times including off-duty hours in a manner that shall not discredit the Authority's reputation with customers, suppliers, or current or prospective employees.
 - i. Unlawful Acts.
 - (1) Any unlawful act committed by an employee while on or off the job or Authority premises can affect their employment status.
 - (2) Commission of unlawful act constitutes misconduct.
 - j. Notify the Authority of any changes in personal data.
 - k. Post only those notices approved by the Authority on facility premises.
6. The foregoing rules contained in this Part are not intended to be all inclusive of the required discipline, proper standards of conduct, or obligations which employees shall observe at all times.

B. USE OF ALCOHOLIC BEVERAGES, DRUGS, OR INTOXICANTS

- 1. The use or possession of alcoholic beverages, controlled substances or other intoxicants during working time or on Authority premises is prohibited. These actions may affect on-the-job performance and the confidence of the public and the Navajo Nation's government in the Authority's ability to meet its responsibility.
- 2. Unsatisfactory of job performance as the perceived result of the use of alcohol or other controlled substances shall be dealt with under the Authority's Drug and Alcohol Testing Policies and Procedures. All employees shall sign a statement acknowledging receipt of and compliance with the Drug and Alcohol Testing Policies and Procedures. **(Revised 02/27/03)**
- 3. All employees are responsible for complying with the Authority's Drug-Free Workplace Policy and Statement adopted by the Management Board. All employees shall sign a statement acknowledging receipt of the Drug Free Workplace Policy and Statement.

APPENDIX B



CONFIDENTIALITY STATEMENT

I understand that in the course of performing my duties as an employee of NTUA that I may read or otherwise encounter information about customers and fellow employees.

I further understand and agree to hold this information in complete confidence, That I will not discuss or otherwise share this information with anyone in any manner that is not consistent with and immediately pertinent to the performance of my duties. I further understand and agree that should I disclose or reveal any information about an employee or a customer of NTUA, such action on my part shall be justified for immediate termination.

I understand that in the course of performing my duties, I may also have access to or need customer or employee information from department records. I understand and agree that I will confine my access to this information to just those records or portions of records, which are pertinent to my immediate work or work assignment. I understand that if I do access other records or data that is not pertinent to my work or work assignment, such action on my part shall also be justification for immediate termination.

APPENDIX C



DRUG-FREE WORKPLACE POLICY AND STATEMENT

I. Purpose

- A.** To Provide the Authority's employees with a safe, drug-free workplace and to promote high standards of employee health and safety.
- B.** To carry out the Authority's basic responsibility to serve the public safety and without due interruption
- C.** To comply with the Drug-Free Workplace Act of 1988.

II. Policy

- A.** Since the employees are the Authority's most valuable resource, the health, safety and well being of each person employed by the Authority is a paramount concern.
- B.** The manufacture, distribution, possession or use of narcotics, drugs or any other controlled substances while on the job or on the Authority's property will result in disciplinary action up to and including discharge. Each employee shall be informed of the statement in the preceding sentence and, as a condition of employment or continued employment, shall agree to notify the Authority of any criminal drug statute conviction for a violation occurring while the employee was on the job or the Authority's property no later than five (5) days after such conviction. The Authority will notify any federal agency contracting with the Authority within ten (10) days after receipt of such notice of conviction.
- C.** The manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances off- duty and off Authority premises may result in disciplinary action up to and including legal discharge. These actions may affect on –the-job performance and confidence of the public and the Nation's government in the Authority's ability to meet its responsibility.

D. Alcohol is prohibited from the Authority's property and operations and alcohol use that adversely affects an employee's job performance and /or the public and /or regulatory perception of the Authority is not acceptable.

E. The legal use of controlled substances prescribed by a licensed physician is not prohibited, but employees in selected positions designated by the Authority are required to make use known to an appropriate Authority representative.