



Employee Code of Conduct & Ethics Policy

Adopted Date	June 17, 2025
Revision Date	
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EMPLOYEE CODE OF CONDUCT & ETHICS POLICY

Rev. Approved Date	June 17, 2025
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1. POLICY

1.1 Nipissing First Nation is committed to maintaining a high standard of ethics, professionalism, and integrity among its workforce. This Code of Ethics outlines the expectations for behavior and conduct for all individuals employed by or acting on behalf of the organization. Ethical conduct is not only a reflection of personal character but also a representation of the values and mission of Nipissing First Nation. Employees are expected to carry out their responsibilities with honesty, loyalty, and respect, upholding the public trust placed in them by the First Nation's members, partners, and community.

2. PURPOSE

2.1 The purpose of this policy is to establish a consistent standard of ethical behavior among employees and representatives of Nipissing First Nation. It ensures that individuals understand their responsibility to conduct themselves in a manner that supports a respectful, safe, and professional work environment. This policy also serves to promote trust in the organization, encourage accountability, and provide clear expectations that align with both internal policies and the applicable requirements of the Canada Labour Code.

3. SCOPE

3.1 This policy applies to all employees of Nipissing First Nation, including full-time, part-time, casual, and seasonal staff. It also applies to students, interns, volunteers, contractors, and any individual acting in an official capacity on behalf of Nipissing First Nation. All individuals within this scope are expected to familiarize themselves with this Code and adhere to its principles throughout the course of their employment or engagement with the organization.

4. ADMINISTRATIVE MANAGEMENT

4.1. Acknowledgement of Policy

- a. Employees shall sign an annual acknowledgment confirming they have read, understood, and agree to comply with this Code.
- b. Signed acknowledgments will be retained in the employee's personnel file.

4.2. Reporting and Enforcement

- a. Violations of this policy must be reported to a supervisor or the Human Resources Department.
- b. Anonymous reporting is permitted where available.
- c. Violations may result in corrective or disciplinary action, up to and including termination.

4.3. Compliance with Canada Labour Code (CLC)

- a. This policy supports Part II and III of the CLC regarding workplace health, safety, and labour standards.
- b. It reinforces expectations of respect, fairness, and integrity in the workplace.

5. EMPLOYEE CONDUCT EXPECTATIONS

Employees of Nipissing First Nation shall:

5.1. Carry out their duties:

- a. Professionally, fairly, conscientiously, loyally, and honestly.
- b. With a commitment to serve the membership of Nipissing First Nation.



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- 5.2. Maintain:
 - a. The integrity and dignity of the First Nation, its government, programs, and staff.
 - b. A high standard of professionalism at all times.
- 5.3. Demonstrate:
 - a. Promptness and punctuality.
 - b. Courtesy, temperance, and a cooperative spirit.
 - c. A positive attitude with coworkers, members, and Council.
- 5.4. Work collaboratively by:
 - a. Following supervisor instructions attentively.
 - b. Being a team player with other First Nation employees.
- 5.5. Be fully engaged during work hours by:
 - a. Devoting working time to official duties.
 - b. Following all approved policies and procedures.
- 5.6. Recommend improvements when:
 - a. Policies or procedures are found to be ineffective or inefficient.
 - b. Suggestions are submitted through appropriate channels.
- 5.7. Represent NFN positively:
 - a. In the workplace, in public, and online.
 - b. At all times when conducting business or participating in community events.
- 5.8. Show respect for:
 - a. The authority of the Chief and Council.
 - b. Governance structures and policies.
- 5.9. Attend work punctually unless:
 - a. A valid reason for absence or lateness exists.
 - b. The supervisor is notified at the start of the day with expected return time.
- 5.10. Communicate respectfully by:
 - a. Refraining from profanity.
 - b. Being courteous and polite in all interactions.
- 5.11. Protect confidentiality by:
 - a. Not disclosing official or confidential information without authorization.
 - b. Only using work-related information for official purposes.
- 5.12. Use property responsibly by:
 - a. Only using First Nation equipment or supplies for authorized purposes.
 - b. Reporting any damaged or faulty equipment promptly.
- 5.13. Avoid conflicts of interest by:
 - a. Disclosing any offers of gifts, fees, or benefits tied to their employment role.
 - b. Following the Conflict-of-Interest Policy.
- 5.14. Refrain from public criticism by:
 - a. Not undermining other employees or First Nation policy publicly or online.
 - b. Offering constructive feedback through proper channels.



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5.15. Refrain from substance use by:

- a. Not consuming alcohol, cannabis (recreational) or using illegal substances while on duty or conducting business.

5.16. Sign an annual acknowledgment:

- a. Indicating understanding and acceptance of this Code of Ethics.
- b. Acknowledgment is required as a condition of employment.

6. ALIGNMENT WITH CANADA LABOUR CODE (CLC)

6.1. This policy reflects CLC standards by:

- a. Supporting a harassment-free workplace (Part II, Section 125).
- b. Promoting fair and equitable treatment in line with labour standards (Part III).
- c. Reinforcing employee obligations to privacy and confidentiality.
- d. Ensuring employees are aware of their right to work in a safe and respectful environment.

7. REVIEW AND UPDATES

7.1 This policy will be reviewed periodically. Changes may be made to reflect legal updates or organizational needs. Staff will be informed of updates and are expected to comply with the latest version.

8.0 CORRECTIVE ACTIONS

8.1 Any violations of this policy will be subject to discipline up to termination.

9. VARIANCES TO THIS POLICY

9.1 Variances to this policy are at the discretion of the CEO or their designate.