

**Subject: Standards of Ethical Conduct**  
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## **POLICY**

Kaw Nation affirms serving the tribal nation is a public trust requiring integrity and compassion. All staff are expected to uphold the following standards.

- Staff shall treat everyone with respect.
- Staff shall report to HR any conditions that do not allow them to perform their duties according to these rules of conduct.
- Staff will abide by their professional codes of ethics.
- Staff shall abide by all Kaw Nation and applicable federal laws. Employees, who are charged with any misdemeanor or felony crimes, while employed with Kaw Nation, shall notify Human Resources of the charge within five (5) working days.
- Staff shall treat all information acquired in the course of their duties as confidential.
- Confidential information regarding employees and businesses should be safeguarded and communicated on a “need to know” basis only.
- The discussion of confidential or proprietary information in public places or where other employees or persons may overhear it should be avoided.
- Actions taken against professional licenses must be reported to Human Resources.

The employees are expected to conduct his/her relationships with those persons doing business with Kaw Nation in a professional manner and should avoid becoming involved with the personal affairs of those doing business with the Organization. If the employee has knowledge of a violation of business ethics, the employee has the responsibility to report such information immediately to his/her supervisor and/or to Human Resources. All reports of business ethics violations will be investigated in a manner as confidential as possible. Any conduct, which is construed as unethical, will be subject to the appropriate disciplinary actions, up to and including termination.