

PROFESSIONAL EXPECTATIONS POLICY

Policy Category	Corporate Services
Policy Search Name	<i>C – Professional Expectations Policy</i>
*Anishinabek Standard	
<i>Place of Learning</i>	<i>D. High level of involvement of professional staff who are of the same cultural background as the students with whom they are working.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#104-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: 03/08/2000 Date of last revision: 11/3/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Kenjgewin Teg aims to provide a good work environment for all employees. In turn, it is reasonable to expect a good productive effort and the recognition of responsibility on the part of employees. Each of us has the responsibility of our fellow workers to conduct ourselves according to certain rules and behavior, conduct, and performance.

2.0 Definitions

“Personal Interest” Personal interest means that the employee in question, or a member of the immediate family (grandparents, parent, spouse, brother, sister, children, grandparent of spouse, parent of spouse whether natural or the result of legal process or cultural practice) has a monetary interest, or could be perceived to have a monetary interest, or could be perceived to have a monetary interest.

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

4.0 Policy

Policy Objective

4.1 The objective is to promote, through the actions of its employees, an image of Kenjgewin Teg, which will serve as an example for member First Nations.

4.2 In the day-to-day operations it is anticipated that all employees support the growth, mission and aspirations of its employer.

Values

4.3 Employees will be committed to making a difference and inspiring students on their educational journey. Our team members will continue to uphold and demonstrate the organizational values: Commitment, Creativity, Efficiency, Education, Honour, Respect, and Teamwork.

Courtesy

4.4 Employees are required to conduct themselves in a courteous and professional manner with their associates, clients, co-worker, resource persons and the public at large.

4.5 Employees represent Kenjgewin Teg and are expected to conduct themselves in a professional manner at the workplace, meetings, seminars, conferences, workshops, on social media and throughout other activities.

4.6 In addition to the work productivity of our staff, the credibility of our organization depends on the credibility of our employees.

4.7 Employees are reminded that to the general public they represent Kenjgewin Teg and their conduct should be consistent with its ideal at all times.

Appearance

4.8 All employees are required to maintain a satisfactory standard of dress and general appearance appropriate to their duties; business casual is the appropriate standard of dress.

Gifts

4.9 An employee of Kenjgewin Teg should not accept any direct gifts or other benefits from Clients, (students) in the performance of his/her employment; however, should a gift be presented to the employee that is estimated at a value over \$100.00, if accepted, the employee is expected to submit/turn it over Kenjgewin Teg.

Confidentiality

4.10 All information acquired regarding Kenjgewin Teg business is confidential.

4.11 Breach of confidentiality may result in immediate dismissal.

4.12 If an employee is uncertain as to whether particular information is confidential, they should first check with the Director of Operations and/or the President prior to releasing or discussing this information. This is done to respect the rights and privacy of the clients and to protect the secrecy of their files.

4.13 Salary rates are to be treated in a confidential manner.

4.14 Inquiries related to the business operations of the Kenjgewin Teg should be immediately redirected to the appropriate team member for disposition.

4.15 All staff of the organization is required to sign an Oath of Confidentiality at the start of employment.

Conflict Of Interest

4.17 If an employee has a personal interest in a matter which he/she is recommending for action or is in a position to make a decision on, the employee will disclose the fact that a personal interest exists, and such interest will be noted in the recommendation being made.

4.18 In the case of a potential decision being made, such employee will be responsible for advising his/her immediate supervisor such an interest, and the supervisor will determine the appropriate action to be taken.

4.19 Failure to comply with this section is, at the discretion of the Board of Director, grounds for dismissal.

4.20 All employees may not engage in additional employment during regular working hours for which they receive compensation.

Prohibited Behavior

4.21 Failure to comply with this section will make that person liable for immediate disciplinary action or dismissal for just cause.

- A. Being under the influence of intoxicating beverages or illegal substances on the job
- B. Insubordination
- C. Defrauding Kenjgewin Teg in any manner
- D. Constantly not living up to the roles and responsibilities of the position acting in a manner which detracts from the stated Objective of the policy
- E. Releasing, without proper authorization, information which is confidential or detrimental to Kenjgewin Teg
- F. Attempting to influence the action and decisions of member of the Board of Directors by circumventing the approved lines of communication and authority
- G. Failing to abide by established office policy would result in documentation that is placed in the personnel file.

General Office Procedures

- 4.24 The employee’s immediate supervisor must be notified of an employee’s absence as soon as possible if the employee is not coming to work for unscheduled/scheduled time off (for any reason); the Staff Leave Policy and applicable procedures will be followed.
- 4.25 Long distance calls should be made for Kenjgewin Teg business only.
- 4.26 Employees shall protect and care for all Kenjgewin Teg property (both physical and electronic). The Equipment and Resources Policy will be followed.
- 4.27 Employees shall report to the Secretary/Receptionist any faulty office equipment that requires maintenance. If the equipment is computer related, inform the computer department.

5.0 Roles and Responsibilities

- 5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.
- 5.2 The Corporate Services unit is responsible for overall implementation of this policy.
- 5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

- 6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

<p>Related Legislation, Policies, Procedures, Guidelines and Documents</p>	<p>Policy #P1 Policy #1.0.1 Code of Conduct Policy #1.0.2 Courtesy Policy #1.0.3 Appearance Policy #1.0.4 Gifts Policy #1.0.5 Confidentiality Policy #1.0.6 Conflict of Interest Policy #1.0.7 Prohibited Behaviour Policy #6.0.1 Office Procedures Policy #6.0.2 Office Procedures Policy #6.0.3 Office Procedures Policy #6.0.4 Office Procedures Policy #6.0.5 Office Procedures Policy #6.0.6 Office Procedures</p>
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	Policy #6.0.7 Office Procedures Policy #6.0.8 Office Procedures Policy #6.0.9 Office Procedures Policy #6.0.10 Office Procedures Policy #6.0.11 Office Procedures Policy #6.0.12 Office Procedures Policy #6.0.13 Office Procedures Policy #6.0.14 Office Procedures Policy #6.0.16 Office Procedures Policy #6.0.17 Office Procedures Equipment & Resources Policy
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P1.0 General Office Conduct</i> <i>Kenjgewin Teg Personnel Policy, P6.0 Office Procedures</i>
<p><i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i></p>	