

Office Order # 2024 /12-001

Date : November 22, 2024

**From : Towfiqul Islam
Executive Director**

To : All Lheidli T'enneh First Nation staff

Effective From: Immediately after circulating this office order.

Subject: Employee Code of Conduct During Lheidli T'enneh General Election Season and Election Day

In light of the upcoming band election, this office order outlines the expected conduct of all Lheidli T'enneh First Nation staff during the campaign period and on election day. These guidelines are in place to maintain a fair, respectful, and unbiased workplace and to uphold the integrity of our organization and its processes. All employees who work under administration must maintain their neutral and fair position as an administrative staff.

1. Workplace

- All employees are required to refrain themselves from any sort of campaigning activities within the office premises.
- Staff members are strictly prohibited from engaging in any form of campaigning, including but not limited to displaying campaign materials, promoting candidates etc. in verbal, written and any other form during the office hours.



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2. Use of Resources

- It is strictly prohibited to use office facilities, supplies, equipment, and any other Lheidli T'enneh First Nation resources for election-related activities, Except for the election pamphlet printing which will be completed under Executive Director's direct direction to particular staff / (s).
- Email, phones, and social media channels will be maintained or monitored by IT department so that those are not being used to for campaigning purpose.

3. Interpersonal Conduct

- Employees must refrain from discussions about the election, candidates, or campaign-related matters with colleagues, clients, or community members during work hours.
- All staff are expected to respect the diverse opinions and choices of others, ensuring that the workplace remains a supportive and inclusive environment free from any pressure or conflict.

4. Social Media Use

- Employees are encouraged to be mindful of their online behavior regarding the election. Publicly sharing opinions on social media should be done outside of work hours and without any affiliation to or use of Lheidli T'enneh First Nation resources.
- Human Resources Policy pertaining to Staff Social Media Usage Guidelines (Page # 35-36 of HR Policy) will be applicable all time. Means :

1. *Posting confidential Lheidli T'enneh First Nation material or proprietary information without proper prior authorization.*



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- Lheidli T'enneh First Nation will investigate all reports to ensure compliance with this order and to address any issues arising from election-related activities in the workplace.

Enforcement

This office order is effective immediately and will remain in force until the day of the General Election.

This Office Order is to be considered as a clear guideline and any breach of these guidelines will result in disciplinary action, up to and including termination of employment depending on severity.

Thank you for your cooperation and commitment to maintaining a respectful and professional work environment.



Towfiqul Islam

Executive Director
Lheidli T'enneh First Nation