



QUTEKCAK NATIVE TRIBE

Employee Rights

Employment Philosophy/Code of Ethics: The Qutekcaq Native Tribe (QNT) seeks to maintain a work environment that respects the rights and dignity of its employees, regardless of their position with the organization.

QNT is committed to the employment of Alaska's Native peoples, but values all employees regardless of race, color, or creed. Each employee is considered as an important team member, with unique organizational contributions, and will be supported by management to the degree possible, with the ultimate goal of providing the highest level of services for tribal members and program beneficiaries.

QNT supports the right of employees to work in a healthy and safe environment, and to advance professionally. Employees are expected to maintain professional codes of conduct in the performance of their duties, and to abide by all QNT employment rules and regulations.

Employment Documents: QNT documents, detailing employer and employee rights and responsibilities, include the following:

- Employee Orientation Checklist
- Background Checks
- Non-Discrimination Policy
- Safety and Health Policy
- Confidentiality Policy
- Certification, Training, and Licensing Policy
- Employee Handbook, containing detailed employee expectations/employer policies for:
 - ✓ Wage and Hour Regulation
 - ✓ Office Security
 - ✓ Payroll and Compensation Procedures
 - ✓ Personnel Record Policies
 - ✓ Travel and Per Diem Rates
 - ✓ Smoking Policies
 - ✓ Drug and Alcohol Free Workplace/Testing Procedures
 - ✓ Workplace Environment
 - ✓ Client, Public, and Employee Relations
 - ✓ Sexual Harassment
 - ✓ Professional Codes of Conduct
 - ✓ Defined Leave Categories and Benefits
 - ✓ Certificates and Licensing
 - ✓ Child Contact
 - ✓ Nepotism
 - ✓ Outside Employment
 - ✓ Community Affairs, Political Activities, Public Statements
 - ✓ Gifts and Gratuities
 - ✓ Performance Evaluation
 - ✓ Disciplinary and Grievance Procedures
 - ✓ Internet Use