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# Lac La Ronge Indian Band

February 13, 2017

## MEMORANDUM

To: LLRIB Employees  
From: Gladys Christiansen, Executive Director

Re: **CONDUCT DURING BAND ELECTIONS**

This memo is to remind you of the LLRIB Personnel Policy Manual, policies which are specific to the upcoming General Election on March 31, 2017.

### **12.8 RUNNING FOR POLITICAL OFFICE**

1. Any Employee wishing to seek elected office for any position with a First Nations Government [Band, Tribal Council or Federation level], as a Member of the Legislative Assembly for Saskatchewan or as a Member of Parliament, **shall** take annual leave, TOIL or a leave of absence without pay from his/her position at the time of declaring his/her candidacy. ***If the Employee is elected to office, he/she shall be deemed to have resigned as soon as results are made public.***
2. Upon acceptance of his/her nomination, an employee is to return all band property to his/her immediate supervisor. Furthermore, any employee wishing to partake in the General Band Elections may do so, in accordance with the following established guidelines;
  - Apply for leave with immediate supervisor using Employee Leave Requested forms;
  - Utilize balance of Annual Leave, Time off in lieu (TOIL), and EDO pending they have the credits; or
  - Apply for Leave without pay

All other employees not entitled to Annual Leave credits (i.e. School Administrators, teachers, and paraprofessional staff, will be requested to take leave without pay.

Any employee wishing to seek office either for the position of Chief or Councillor must refrain from campaigning or promoting the candidacy of himself/ herself or other individuals during office hours.

## **15.7 SOCIAL MEDIA**

This policy provides all Lac La Ronge Indian Band employees with guidelines regarding the appropriate use of the social media accounts with Facebook, Twitter, LinkedIn, YouTube, and the Band's blog (this list is not exhaustive).

Employees are not permitted to use social media websites during office hours except for the job related matters or for the personal use on their personal devices during their break times.

LLRIB acknowledges that Employees can and do use social media outside of work hours. It is important, however, to recognize that what Employees publish on the Internet may reflect on the Employer, LLRIB. Employees who use social media for Personal purposes should adhere to the following:

1. Use a disclaimer, such as: "The postings on this site are my own and do not represent the views or opinions of LLRIB";
2. Recognize and acknowledge that anything posted on the Internet is permanent. If you attempt to delete the post, photo, comment, etc., it is likely that it has been stored in any number of other places;
3. Recognize and acknowledge that if you publish inappropriate comments that reflect badly on your employer, LLRIB, the Member Communities, the Chief and Council, or other Employees, in your personal space, on your personal time, that disciplinary action could follow.

Employees who have legitimate, work-related reasons to make use of social media in the course of doing their jobs during normal working hours will be permitted to do so providing they have obtained the necessary authorization. Employees are required to obtain prior written approval from their immediate supervisor.

For any purpose, employees shall not disclose confidential or proprietary information on any of social media pages. The disclosure of confidential or proprietary information without prior authorization may result in immediate termination.

Lac La Ronge Indian Band employees will be held responsible for what they write or post on any of social media pages. Inflammatory comments, disparaging remarks, or negative / inappropriate language or posts are not permitted.

Lac La Ronge Indian Band employees are directed not to engage in discussions regarding, legal issues, decisions in which the Band is involved, or government issues related to the Band.

Employees are required to respect copyrights and never post text, images or video created by someone else without proper attribution and/or authorization. If employees have questions about copyright law and/or the usage of certain media, they may contact Human Resources.

Social media is not a substitute for inter-company communications. Important information should be transmitted within normal company communication channels (i.e. the company's email platform), and not through social media outlets.

Social media is not a substitute for complaints and grievances. Employees are required to refer Privacy Policy and consult Human Resources instead of posting matters/ issues through social media websites.

In the event that a Lac La Ronge Indian Band staff member discovers any group(s) that users have formed to discuss the confidential Band matters, Management decisions, employees are requested to bring them to the attention of management.

Employees are required to relay important issues to management as soon as possible. Employees should always carefully consider what to post in response to an argumentative or accusatory post. If employees have any questions regarding how to respond to a particular post, employees should discuss the issue with management prior to posting.

Always adopt a positive attitude when responding to comments on the company's pages or applications, or comments about the company in general.

These guidelines are the part of LLRIB code of conduct. Any breach of these guidelines shall be treated as breach of policy and shall initiate the disciplinary actions, which may lead up to termination.

## **12.2 LLRIB CODE OF CONDUCT**

As an Employee of LLRIB, you will strive to maintain the highest standards of professional and personal conduct both in the workplace and in the community. Employees must follow the Code of Conduct during the election period, including while they are on leave from their work place:

Employees of Lac La Ronge Indian Band shall:

- i. carry out the conditions of employment honestly, conscientiously, and loyally;*
- ii. conduct themselves while on duty and in public in a manner that will bring credit to him/herself, his/her department and the Lac La Ronge Indian Band;*
- iii. maintain and protect confidentiality on all matters concerning the Band, its corporations and affiliate organizations;*
- iv. maintain the integrity and dignity of the organization at all times;*
- v. not engage in any activity which may impair his/her effectiveness to the organization or bring any disrespect or discredit to the Lac La Ronge Indian Band, its members, its staff or its elected officials;*
- vi. not give out official information or make public media statements unless authorized to do*

so;

- x. *to use information obtained on the job only for its intended purpose(s), and not to divulge, disclose or communicate to any person, firm or corporation any information concerning any matters relating to or affecting any enterprise of the Employer unless authorized to do so by Chief and Council or required to do so by law;”*

Employees are encouraged to read the Election Act and Regulations to ensure that they are eligible to run for office prior to requesting a leave. We expect all employees to remain professional at all times, during the LLRIB 2017 General Election.

Thank you for your attention to this matter.