

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

PERSONNEL POLICY MANUAL – NORTHWEST INDIAN COLLEGE EMPLOYEES

Employees at NWIC are required to comply with policies contained in the Personnel Policy Manual. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of NWIC employees. The policy of employment-at-will may not be modified by an administrator or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable. These personnel policies are not intended to be a contract of employment or a legal document. A copy of the full Personnel Policy Manual is available on the NWIC Web Page/Employment Section (www.nwic.edu/human-resources).

CODE OF CONDUCT AND PROFESSIONAL BEHAVIOR/CONDUCT STANDARDS FOR NWIC EMPLOYEES

Of particular importance is information contained in the manual pertaining to employee adherence to the Code of Conduct and Professional Behavior and Conduct Standards for NWIC Employees, which defines the ethical standards of the College and rules governing employee behavior and conduct. All employees at the College are required to know and understand their responsibilities relating to their behavior and conduct.

CONFIDENTIALITY

Employees at NWIC have access to information and/or documents pertaining to students and/or employees that the College considers confidential. In accordance with federal regulations and NWIC policy, all such information will not be disclosed to external parties or to employees without a “need to know.” If there is a question as to whether certain information is considered confidential, the employee should first check with his/her supervisor in order to ensure compliance. If any uncertainty still exists, please confer with Human Resources. A breach of confidentiality may result in progressive discipline in accordance with the Personnel Policy Manual.

ALCOHOL AND CONTROLLED SUBSTANCE FREE WORKPLACE

The College has a strong commitment to the community, students and employees to provide a safe and secure learning and working environment. This commitment includes ensuring that employees abide by the Alcohol and Controlled Substance Free Workplace policy contained in the Personnel Policy Manual.

By signing below, I am indicating that I have received, read and understand the above statements and the consequences of a violation of these policies. As a condition of employment I agree to abide by these policies while employed by Northwest Indian College.

Employee Signature

Date