

EMPLOYEE CODE OF CONDUCT

It is the policy of CATG that certain rules and regulations regarding employee behavior are necessary for the effective business operation and for the benefits and safety of all employees. Conduct that interferes with operations, discredits CATG, or is offensive to clients, coworkers, or member tribes of CATG will not be tolerated.

PROCEDURES

Employee conduct expectations. Employees are expected, at all times, to conduct themselves in a positive manner in order to promote the best interests of CATG.

- a. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.(PP 3.2 Workday)
- b. Giving proper advance notice whenever unable to work or report on time (PP 3.2 Workday).
- c. Complying with all CATG safety and security regulations. (PP Appendix D Safety Policy)
- d. Smoking only at times and in places not prohibited by CATG rules or local ordinances. (PP 8.8 Tobacco Use)
- e. Wearing clothing appropriate for the work being performed. (PP 8.19 Employee Appearance)
- f. Maintaining workstation cleanliness and orderliness. (IT PP 3.1.19, Rules of Behavior for User Standards)
- g. Treating all clients, patients, visitors, tribal members, contractors, coworkers and public in a courteous manner. (PP 8.14 Interactions with the Public)
- h. Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to CATG's best interest. (PP. 6.1 Disciplinary Action) (PP 8.14 Interaction with the Public)
- i. Performing assigned tasks efficiently and in accordance with established quality standards and the respective position descriptions. (PP 2.5 Position Description)
- j. Reporting to management suspicious, unethical or illegal conduct by coworkers, contractors or vendors. (PP 6.1 Disciplinary Action) (PP 8.6 Anti-Retaliation Policy)
- k. Cooperating with CATG investigations.(PP 8.5 Complaint Procedure)
- l. Cell phone use in the workplace is prohibited. Employees may not receive or place personal phone calls, emails or text messages during work-time. Personal cell phones should be turned off when employees are at work.

PROHIBITED CONDUCT

The following is not intended to be an all-inclusive listing of types of conduct that is prohibited. Any violation of CATG policies or any conduct considered inappropriate or unsatisfactory shall, at management's discretion, subject the CATG employee to disciplinary action, up to and including termination. Questions about policies could be directed to the Human Resources Department.

- a. Discussing confidential office matters, including client-related information, wage and salary information, vendor payments and contracts outside of working hours or in public places where such information may be heard by those other than authorized CATG employees. This is to include names, monetary compensation to clients, contractors and vendors, and non-monetary compensation to clients, personal; client information, etc. (PP. 8.17 Confidential Nature of CATG Affairs).
- b. Discussing administrative matters not related to the person's immediate department with persons outside CATG. (PP. 8.17 Confidential Nature of CATG Affairs).
- c. Reporting to work under the influence of alcohol beverages and/or illegal drugs and narcotics or using/selling/dispensing/possessing alcohol beverages and/or illegal drugs and narcotics on CATG premises. (PP. 9.8 Substance Abuse Policy) or (Appendix A Drug and Alcohol Policy)
- d. Public indecency, brawling or creating a public nuisance.
- e. Using profanity or abusive language.
- f. Sleeping on the job.
- g. Threatening or intimidating coworkers, security guards, clients or guests. (PP 8.5 Anti Harassment Policy)
- h. Smoking where prohibited by local, state, and federal rules and by CATG policy. (PP 8.8 Tobacco Use)
- i. Improper disclosure of confidential information. (PP. 8.17 Confidential Nature of CATG Affairs)
- j. Engaging in any form of sexual or other harassment. (PP. Anti Harassment Policy)
- k. Insubordination or the refusal by the employee to follow management's instructions concerning job related matters. (PP Performance Evaluation, Appendix S)
- l. Fighting or assault on a coworker, client, patient or guest. (PP. 6.2 Violations, B. Major Violations, Fighting on CATG Premises).
- m. Theft, destruction, defacement, or misuse of CATG property or of another employee's or client's property. (PP. 6.2 Violations, B. Major Violations)
- n. Improper attire or inappropriate personal appearance. (PP 8.19 Employee Appearance)
- o. Roughhousing, horseplay, pranks or practical jokes.
- p. Violation of CATG's policies on bribes and kickbacks. (PP 8.3 and 4 Gratuities)
- q. Failure to wear assigned PPE, safety equipment or failure to abide by safety rules and policies. (PP Appendix D, Safety Policy)
- r. Falsifying or altering any CATG record or report. (PP. 6.2 Violations, B. Major Violations)
- s. Engaging in or conduct outside the workplace that negatively impacts the image or reputation of CATG.
- t. Outside activities that inhibit the employee's effectiveness to perform his/he job.(PP 8.10 Outside Employment).