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NAVAJO TECHNICAL UNIVERSITY

E S T A B L I S H E D 1 9 7 9

POLICY ACKNOWLEDGEMENT

I hereby affirm that I will read and familiarize myself to understand and abide by the Navajo Technical University's Conduct and Ethics.

Employee (Print name)

Signature

Date

[Excerpt from the Board approved, January 12, 2019, NTU PERSONNEL POLICIES]

SECTION 5 EMPLOYEE CONDUCT

5.0 General Conduct and Ethics of University Employees

- A. Employees are expected to comply with all applicable laws and policies of the Navajo Nation with respect to their conduct. Employees shall be responsible and held accountable for adhering to all policies, rules, directives and procedures prescribed by the Board of Regents. In general, the use of good judgment will guide employees with respect to lines of acceptable conduct. Each employee of the University shall, among other things:
- Uphold, with integrity, the trust and confidence placed in the employee pursuant to his/her employment.
 - Show courtesy, respect, cooperativeness, diligence and tact in dealings with supervisors, fellow workers, students, and the general public at all times.
 - Provide full, efficient, and industrious service to promote the goals and objectives of the University's programs.
 - Maintain confidential information acquired in the performance of his/her duties and refrain from disclosing any portion thereof, except in the manner and to the extent authorized.
 - Refrain from using his/her official position to influence transactions involving purchases, contracts, leases, or other business dealings which advance personal interests or those of his/her friends or relatives.
 - Familiarize themselves with the following that are available in the Human Resources Office:
 - a. *The Navajo Nation Ethics in Government Law, 2 NNC §§ 3741 et seq.*
 - b. *University Catalogs, Governing Board Policies and Employee Handbook.*
- B. Limitations on Employee Activities
- While employed, an employee's private life is his/her own, however, an employee's activities cannot disrupt the work or the workplace. Each employee is expected to comply with all applicable laws. An employee who engages in or is associated with illegal or immoral conduct, which adversely affects the University's reputation or the employee's ability to carry out his/her job responsibilities may be subject to disciplinary action including dismissal.
 - If an employee is indebted directly to the University, he/she will be required to make payment (including payroll deductions) subject to the specific terms of the indebtedness.
 - Employees shall be held accountable for loss of University funds or property for which they are responsible where the loss is due to negligence or carelessness. Employees with custodial responsibilities for University property will safeguard assigned property.
 - Solicitation or receipt of gifts, favors, and/or gratuities is prohibited when such gifts constitute a conflict of interest.
 - Correspondence, papers, drawings, sketches, documentation, computer programs, instructions, procedures, forms and all such items produced by an employee in the course of his/her work are considered property of the University. Unauthorized removal, reproduction, and/or disclosure are strictly prohibited.
 - While employees may be authorized from time to time to speak on behalf of the University, no employee may declare, as policy, any statement that is contrary to the policies of the University.
 - Use of the University's technology resources in any way which would violate the University's Computer and Network Usage Policy, Disaster Recovery Plan and/or Technology Plan and/or procedures established by the University is prohibited. A copy of the University's Computer and Network Usage Policy, Disaster Recovery Plan and Technology Plan are available at the Information Technology Department office.

SEE ALSO

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| 5.1 General Conduct and Ethics of University Employees | 5.6 Unlawful Acts |
| 5.2 Drug Free Workplace Policy | 5.7 Use of Technology Resources |
| 5.3 Sexual Harassment | 5.8 Political Activities on Campus |
| 5.4 Personal Relationships in the Workplace | 5.9 Employment Outside of your University Contract |
| 5.5 Workplace Violence Prevention | 5.10 Safety and Security Issues on Campus |

A complete pdf version of the Board approved, January 12, 2019, NTU PERSONNEL POLICIES can be viewed and downloaded under the University's homepage: <http://www.navajotech.edu> under Employee Resources and NTU Policies & Docs.