

**FORT BELKNAP INDIAN  
COMMUNITY**

**CODE OF ETHICS**  
APRIL 4, 1994

# Fort Belknap Community Council

(406) 353-2205  
R.R. 1 Box 66  
Fort Belknap Agency  
Harlem, Montana 59526



Fort Belknap Indian Community  
(Tribal Govt.)  
Fort Belknap Indian Community  
(Elected to administer the affairs of the community and  
to represent the Assiniboine and the Gros Ventre  
Tribes of the Fort Belknap Indian Reservation)

**TO: All Officials and Employees of the  
Fort Belknap Community Council**

**FR: Harlan Mount, President, Fort Belknap Community Council**

**RE: Code of Ethics**

**DA: April 4, 1994**

Please take notice that the Council today passed the attached Code of Ethics. You will note that this Code of Ethics applies to all officials and employees of the Fort Belknap Community Council. This Code was developed, reviewed, and presented for public comment in the last several months. After considering input, the Council approved this Code.

It is important that everyone familiarize themselves with this Code. If you believe that you may be involved in conduct that is prohibited by this Code, you should immediately review the matter with an immediate supervisor. If you are uncertain whether current conduct or contemplated conduct falls within the provisions of this Code, you should also consult with an immediate supervisor.

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# FORT BELKNAP COMMUNITY COUNCIL

## TRIBAL GOVERNMENT

### CODE OF ETHICS

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*Approved 4/4/94*

#### 101. Purpose

The purpose of this Code is to provide standards of fairness and integrity for all officials and employees of the Fort Belknap Community Council while conducting the business of the Council for employees and officials representing the Council in their respective capacities.

It shall be recognized that officials and employees are in positions of trust on behalf of the Council and must endeavor to exercise the highest qualities of conduct, integrity and confidence on behalf of the Council and its citizenry. Also, it is the individual responsibility of each employee and official to conduct themselves in a polite and courteous manner with respect and consideration for others.

The standards established herein are not to be considered in lieu of ethical standards imposed by Federal Law, other Tribal Laws, Personnel Policies and Procedures of the Council.

#### 102. Definitions

1. "Coerce" means under influence or intimidation using official capacity as leverage for or against another person.

2. "Conflict of Interest" means matters and issues for which a person may have an unfair advantage by virtue of their position and would receive more than significant value in money or items of worth by participating in the decisions of such matters and issues.

3. "Employee" means any person engaged for their services to the Council part or full time and who receives compensation from the Council for their services.

4. "Official" means any person serving the Council by appointment or certified election.

5. "Significant Value" means things or money which would amount to more than reasonable costs or expenses incurred for conducting business.

#### 103. Ethical Standards

Every official and employee of the Fort Belknap Community Council should endeavor to:

1. Put loyalty to the highest moral principles and to the Fort Belknap

Community Council above loyalty to other persons, public or governmental entities;

2. Uphold the Constitution, laws and regulations of the Fort Belknap Community Council and never be a party to their evasion;
3. Give a full day's labor for a full day's pay; giving earnest effort and best thoughts to performance of duties;
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished;
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not and never sell influence to gain special favors for any person, business or governmental entity;
6. Never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of Tribal duties;
7. Make no private promises of any kind, binding upon the duties of office, since a Tribal employee has no private word which can be binding on public duty;
8. Engage in no business with the Tribe, either directly or indirectly, which is inconsistent with the conscientious performance of Tribal duties and further make every effort in his or her private work to avoid conflicts of interest; unless participation in the conduct of the business, personal and Tribal is deemed to be of no substantial effect on his or her integrity and any other interests are deemed insignificant.
9. Never use any information gained confidentially in the performance of Tribal duties as a means of making private profits to the detriments of the Fort Belknap Community Council.
10. Never use his or her position in any way to coerce or give the appearance of coercing anyone to provide a financial benefit to himself or herself or another person.
11. Expose corruption whenever discovered.

#### 104. Review

Nothing contained herein shall be construed as a waiver of the Council's immunity from suit. A plaintiff may be liable for administrative costs and defendant attorney fees, should it be determined an action for review was frivolous, unreasonable, without foundation, brought in bad faith or in contravention of the Council's immunity from suit.

CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 members of whom 4 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 19 day of October, 1994; and that the foregoing Resolution of the Fort Belknap Community Council was fully adopted and approved by the affirmative vote of 4 for; 0 opposed; 0 not voting; 0 temporary absent; 0 absent; 2 excused absence; and that the said Resolution has not been rescinded in any way.

DATE: 10/19/94

Janice E Hawley  
JANICE HAWLEY, Secretary-Treasurer

# Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Indian Community Council is responsible for managing, supervising and directing the economic and governmental affairs of the Community, and

WHEREAS, the Council deems it necessary and appropriate to amend the Code of Ethics as set forth herein, and this amendment shall not rescind Resolution #75-94,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Community Council does hereby adopt, amend and approve the following language amending Section 102. Purpose by inserting a new sentence; adding a new Section 104. Enforcement; and changing 104. Review to 105. Review which shall read as follows respectively:


It is the intent of this Code of Ethics, to provide that the ethical standards set forth herein are to supplement the Fort Belknap Personnel Policies and Procedures to determine employee conduct: and for defining cause as set forth in Article VIII-Removal From Office, Section 2. Impeachment.

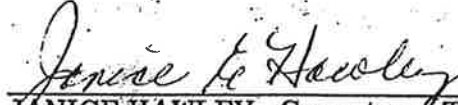
#### Section 104. Enforcement

The Tribal Council shall have the sole discretion to determine any violations of the Code of Ethics by any elected official. Further, the Tribal Council shall determine the extent and severity of any disciplinary action, including impeachment, dependent upon the circumstances in each individual case.

BE IT FINALLY RESOLVED, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

  
HARLAN MOUNT, President

  
JANICE HAWLEY, Secretary-Treasurer

# Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Community Council is responsible for managing the affairs of the Community, and

WHEREAS, the Council has considered the necessity for a Code of Ethics, and has reviewed the attached draft, finding it necessary and appropriate,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Community Council does hereby adopt and approve the attached Code of Ethics, effective April 4, 1994, and

BE IT FINALLY RESOLVED, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

Harlan Mount  
HARLAN MOUNT, President  
Fort Belknap Community Council

Janice K. Hawley  
JANICE HAWLEY, Secretary-Treasurer  
Fort Belknap Community Council

### CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 members, of whom 4 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 4 day of April, 1994; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 4 for; 0 opposed; 0 not voting; 0 temporary absent; 1 absent; and that the said Resolution has not been rescinded in any way. *1 exc. abs.*

DATE: 4-5-94

Janice K. Hawley  
JANICE HAWLEY, Secretary-Treasurer  
Fort Belknap Community Council

## PERSONAL AND PROFESSIONAL ETHICS

Most people that are employed or seeking employment do so for a variety of reasons. These are

- Economics - money is important to maintain normal living standards.
- Physiological - it is a normal and healthy function to want to work.
- Achievement - to get and hold a job is a measure of success.
- Accomplishment - to do well in providing the services, to finish a project, even if it is handing
- Physical - to be able to work is important in the performance of your assigned duties.
- Social - working with other people fulfills a need for association and companionship.

If any one of these reasons are missing, the resultssss is an unhappy and unproductive employee, and solutions must be sought. The Personnel Officer will help the employee seek these solutions and involve the supervisor where there is concern in the matter (s).

Personal appearance has not been a prevalent issue and the dress code is an informal one. This matter is left up to the employee and his personal judgement. Some areas of employment may require special clothing such as uniforms, hard hats, hard-toed shoes, coveralls, etc. However, these would be clearly outlined by the employer.

Professional ethics is a discipline that deals with moral conduct, duty, and judgement. The inspiration for ethical behavior originates at the level of management and permeates throughout the entire business organization. Basic to ethical conduct is loyalty. Pride and attitude enter into this area. When several tasks are set before an employee at once, a sense of priorities is an invaluable asset. The success of an interprise is measured greatly by the employee's efficiency is completing assigned duties. Reluctance and inconsistency denotes lack of pride and poor attitude. Self-evaluation can be important and is relative to high level performance. The employee is the first to know whether or not they are producing to full capacity. Other can only guess as to whether the performance matches the capabilities (of the employee).

Confidentiality is an important factor and must by maintained without question. All matters addressed in the daily routine are



to be considered confidential and include private conferences and communications. Release and/or discussion of business related information is at the discretion of the supervisor. It is a wise habit, at the close of business every day, to leave all matters of business there.

As a new employee, you have successfully competed against others. Because of your unique qualifications, you are now employed. But don't stop there. The upgrading and enrichment of your business career is dependent to your desire to do so. Self-improvement is indicative of the esteem one has both personally and professionally.

# Fort Belknap Indian Community

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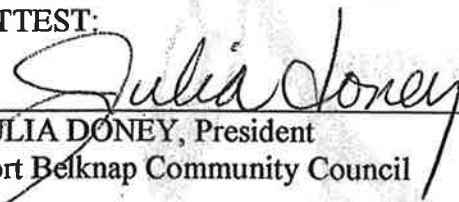
WHEREAS, the Fort Belknap Indian Community Council is responsible for the governmental affairs of the Fort Belknap Reseravation, and

WHEREAS, the Council has heretofore reviewed the attached changes to the Code of Ethics, to establish an administrative procedure for reviewing debts of employees Council programs, with those employees, and provide due process in addressing these matters to conclusion, and finds these procedures appropriate and necessary,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Indian Community Council does approve the attached changes to the Code of Ethics, and adopt said modifications, to be effective immeditately, and

BE IT FINALLY RESOLVED, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

  
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JULIA DONEY, President  
Fort Belknap Community Council

  
\_\_\_\_\_  
JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

### CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 6 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 28<sup>th</sup> day of February, 2005; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 6 for; 0 opposed; 0 not voting; 0 temporary absent; 3 absent and one seat vacant; and that the said Resolution has not been rescinded in any way.

DATE: March 7, 2005

  
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JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

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FORT BELKNAP INDIAN COMMUNITY COUNCIL

TRIBAL GOVERNMENT

CODE OF ETHICS

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Approved 4/4/94  
Amended 2/28/05

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4. Seek to find and employ more efficient and economical ways of getting tasks accomplished;
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not and never sell influence to gain special favors for any person, business or governmental entity;
6. Never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of Tribal duties;
7. Make no private promises of any kind, binding upon the duties of office, since a Tribal employee has no private word which can be binding on public duty;
8. Engage in no business with the Tribe, either directly or indirectly, which is inconsistent with the conscientious performance of Tribal duties and further make every effort in his or her private work to avoid conflicts of interest; unless participation in the conduct of the business, personal and Tribal is deemed to be of no substantial effect on his or her integrity and any other interests are deemed insignificant.
9. Never use any information gained confidentially in the performance of Tribal duties as a means of making private profits to the detriments of the Fort Belknap Community Council.
10. Never use his or her position in any way to coerce or give the appearance of coercing anyone to provide a financial benefit to himself or herself or another person.
11. Expose corruption whenever discovered.
12. Avoid non-payment of debts to a tribal program, service, housing authority, utility, credit program, or other tribal entity when such non-payment is inconsistent with the employee's agreement with said entity or the policies of such entity. Should such non-payment be discovered, the tribal entity shall provide the Personnel office with such

information, and an attempt to counsel with the person shall be made to resolve the debt. Should such counseling fail to reach an agreeable resolution, a hearing shall be conducted to establish the debt, the reasons therefore, the reasons for non-payment, and a remedy for payment of the debt. Notice of the hearing to the official or employee shall include an itemization of the debt, the source of the debt, date, time and place of hearing, and a notice that further action could occur if the matter is not therein resolved. At least ten (10) days notice shall be provided. Should an official or employee fail to establish and follow a plan for payment of the debt, after a hearing, without good cause recognized by the Personnel Office, appropriate progressive disciplinary process may be invoked, up to and including termination. §12 added by Council action 2/28/05

#### 104. Review

Nothing contained herein shall be construed as a waiver of the Council's immunity from suit. A plaintiff may be liable for administrative costs and defendant attorney fees, should it be determined an action for review was frivolous, unreasonable, without foundation, brought in bad faith or in contravention of the Council's immunity from suit.