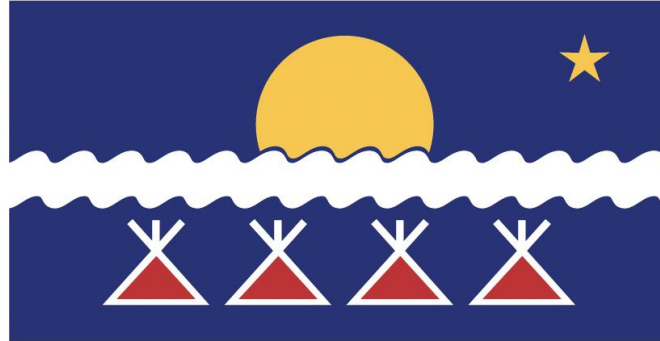


**Tłıchọ Ndek'áowó**



**Tłıchọ Government**

# **Administrative Policy Manual**

**Effective Date: July 24, 2024**

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# Tłıchq Government Administrative Policy Manual

## 1.0 Introduction and Purpose of the Tłıchq Government Administrative Policy Manual

Effective Date: 24-Jul-2024

Version Number: V.01

### 1) Purpose:

The Tłıchq Government Administrative Policy Manual contains policies and guidelines related to administrative management functions to provide a clear understanding and assist employees in the Tłıchq Government's day-to-day performance.

### 2) Definitions:

### 3) Requirements:

- A. The Manager of Policies and Communications is responsible for communicating the policies in the Tłıchq Government Administrative Manual to all employees and ensuring they sign off indicating that they have read and understood the contents.
- B. The Tłıchq Government staff are required to understand and abide by the policies contained in the Tłıchq Government Administrative Policy Manual.
- C. The Chiefs Executive Council is responsible for approving all policies in the Tłıchq Government Administrative Policy Manual.
- D. The Manager of Policies and Communications is responsible for ensuring all policy revisions are communicated to employees affected by any policy change (as identified by the Senior Management team) and obtaining signoff indicating that they have read and understood the revised policy.
- E. Policies that have been revised will include the revision date and reason for revision.
- F. Employees are required to understand and adhere to new and revised policies.
- G. Standard Operating Procedures, approved by the Tłıchq Executive Officer, will be created to guide the implementation of the policies.

### 4) Other Policy References:

### 5) Document Revision History:

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:

Tłıchq Executive Officer

# Tłchq Government Administrative Policy Manual

## 1.1 Official Languages

Effective Date: 24-Jul-2024

Version Number: V.01

### 1) Purpose:

To honour our language by providing services in both official languages (Tłchq and English).

### 1) Definitions:

**Interpreter:** A person who has fluent knowledge of English and Tłchq and can translate English so all Tłchq speaking people can understand and/or who can translate Tłchq so all English-speaking people can understand.

### 2) Requirements:

- A. To allow for either Tłchq or English to be spoken as the official languages in all Tłchq Government interactions.
- B. To translate written Tłchq administrative documents from English to Tłchq verbally as requested.
- C. To provide interpreter services for Tłchq Government meetings as needed for participants.
- D. All signage in Tłchq Government buildings will be in both Tłchq and English.

### 3) Other Policy References:

### 4) Document Revision History:

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:

Director DCLP

## 1.2 Meeting Code of Conduct

Effective Date: 24-Jul-2024

Version Number: V.01

### 1) Purpose:

To promote a positive and respectful environment and clarify acceptable behaviour at Tłjchq Government meetings and events.

### Definitions:

**Active listening:** Active listening involves engaging with the speaker by asking questions to understand their point of view, showing nonverbal cues such as nodding the head, and being open-minded by withholding judgment.

### 2) Requirements:

- A. Participants at meetings and events are expected to **be prepared** by:
  - Reviewing and understanding agenda items, where provided in advance.
  - Completing research or requests made by the meeting/event host before attending.
- B. Participants at meetings and events are expected to **arrive** on time at the agreed-upon start time and remain until the end.
- C. Participants at meetings and events are expected to **be respectful** by:
  - Actively listening to participants with an open mind.
  - Participating by engaging in the activities and voicing their opinion.
  - Disagreeing with others' views without attacking the person.
  - Refraining from interrupting or talking over people when they are speaking.
  - Turning their cell phone on mute during the meeting or event.
  - Responding to cellphone calls during breaks only when there is an emergency.
  - Eating quietly while maintaining focus on the speaker.
  - Avoiding distracting behaviour, such as speaking to others when someone is presenting or sharing.
  - Being polite and courteous to others.
- D. **Unacceptable behaviour** that the Tłjchq Government won't tolerate includes:
  - Unexcused lateness or absence.
  - Promoting or participating in harassment, bullying, discrimination, or intimidation.
  - Physical, verbal, written, or other forms of abuse of any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other guest. Examples of abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, or socioeconomic class; inappropriate use of nudity and sexual images.
  - Disrupting or disallowing participation by others.

- Failure to follow meeting protocol.
- Physical or verbal abuse, including attacks on ideas vs. respectful, disagreeing dialogue.
- Using social media to target the actions of participants in a way that could harm their privacy or professional status.
- Knowingly violating copyright or copying presenter information without obtaining permission.
- Attending an event under the influence of alcohol or illicit drugs or consuming alcohol or illegal drugs during the event.

E. Consequences for unacceptable meeting behaviour may include:

- A proportional amount for meals and wages deducted for lateness and absences when on duty travel.
- Ejection at the host or chair's discretion.
- Disciplinary measures as per the Discipline of Employees policy.

### 3) **Other Policy References:**

6.2 Discipline of Employees - Tłchq Government Administrative Policy and Procedures  
5.10 Travel Expenses - Tłchq Government Administrative Policy and Procedures  
1.4 Copyright of Tłchq Government Works - Tłchq Government Administrative Policy Manual (new)

### 4) **Document Revision History:**

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:	Human Resources Manager
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# Tłchq Government Administrative Policy Manual

<b>1.3 Environmental Stewardship</b>	Effective Date: 24-Jul-2024
	Version Number: V.01

## 1) Purpose:

This policy recognizes the Tłchq responsibility to serve for all time as custodians of our lands, waters, and resources. This responsibility is stated in the Preamble of the Tłchq Constitution. This means living in harmony with and respecting our lands and waters by managing resources responsibly.

## 2) Definitions:

**Conservation:** To save and protect natural resources (plants, animals, soil, water, minerals, timber, land, etc.) for future generations.

## 3) Requirements:

To respect and protect our lands, waters, and all living creatures by committing to:

- A. Managing resources effectively and efficiently and being environmentally responsible.
- B. Developing and implementing conservation measures.
- C. Informing employees about their responsibility for the conservation of resources.

## 4) Other Policy References:

1.5 Review of Departments - Tłchq Government Administrative Policy Manual (new)

## 5) Document Revision History:

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:	Director DCLP
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# Tłıchq Government Administrative Policy Manual

<b>1.4 Protection of Tłıchq Government Works</b>	Effective Date: 24-Jul-2024
	Version Number: V.01

## 1) **Purpose:**

To implement safeguards that ensure the protection of Tłıchq Government works and intellectual property.

## 2) **Definitions:**

**Copyright:** means only the Tłıchq Government and anyone they authorize has the legal right to copy the work.

## 3) **Requirements:**

- A. The Tłıchq Government will use copyright protection when publishing government works.
- B. All works created in the execution of work duties by employees and consultants are the property of the Tłıchq Government.
- C. Any suspected copyright infringement must be reported and investigated.

## 4) **Other Policy References:**

## 5) **Document Revision History:**

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:	Communications Manager
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# Tłjchq Government Administrative Policy Manual

<b>1.5 Review of Departments</b>	Effective Date: 24-Jul-2024
	Version Number: V.01

## 1) Purpose:

To establish the requirements for reviewing departments to ensure they operate efficiently, meet the government's strategic intentions, and continuously improve their performance and contribution to the government.

## 2) Definitions:

## 3) Requirements:

- A. The Tłjchq Executive Officer will oversee and direct a review of each department at minimum once every four years.
- B. The review will provide, at minimum, an analysis of whether (in its opinion) the department is meeting the needs of Tłjchq people and whether the department adheres to the principles set out in the Tłjchq Constitution.
- C. The results of the review will be presented to the Chiefs Executive Council.

## 4) Other Policy References:

## 5) Document Revision History:

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:	Tłjchq Executive Officer
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## 1.6 Submissions to the Chiefs Executive Council

Effective Date: 24-Jul-2024

Version Number: V.01

### 1) Purpose:

To allow the submission of proposals and financial requests to the Chiefs Executive Council for consideration in a transparent, fair, and consistent manner.

### 2) Definitions:

### 3) Requirements:

- A. Submissions can only be brought forward by a director in the Tłjchq Government or the Tłjchq Executive Officer.
- B. Submissions must consider the impact of the position from a variety of aspects, including:
  - Tłjchq Government strategic intentions.
  - Consistency with department mandate or director responsibilities.
  - Cost, benefits, and financial/budgetary implications, including whether the required funding for the initiative is available in the Budget and, if not, a description of how the initiative could be funded.
  - Human resource and information technology implications.
  - Legal and legislative ramifications.
  - Impact on lands and waters and the Tłjchq Government commitment to honour and respect resources as outlined in the Environmental Stewardship policy.
  - Impact on Tłjchq language, culture and way of life.
  - Impact on stakeholders.
  - Public perceptions.
  - Communication advice.
  - Consideration and implementation of other options.
  - Partnerships
  - Impact on other departments
- C. Submissions will be reviewed and approved by the Tłjchq Executive Officer before being considered by the Chiefs Executive Council.

### 4) Other Policy References:

1.3 Environmental Stewardship - Tłjchq Government Administrative Policy Manual (new)

**5) Document Revision History:**

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:	Executive Coordinator
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# Tłjchq Government Administrative Policy Manual

## 1.7 Complaints and Appeals

Effective Date: 24-Jul-2024

Version Number: V.01

### 1) Purpose:

To provide direction to Tłjchq Government employees on how to handle a complaint, resolve the issue, and improve services, policies, and procedures.

### 2) Definitions:

**Complainant:** The person filing the complaint.

### 3) Requirements:

- A. Complaints may be received verbally or in writing.
- B. Complaints will be dealt with promptly and resolved as quickly as possible.
- C. All complaints received will remain confidential to protect the privacy of those involved.
- D. Complaints that aren't resolved to the satisfaction of the complainant will be escalated to the department director or Tłjchq Executive Officer as appropriate.
- E. If the complaint involves a staff member, their supervisor must be notified about the complaint.
- F. All decisions of the Tłjchq Executive Officer are final.
- G. Complainants will be advised how their complaint was resolved.
- H. Employees have a right to a safe and respectful environment and can refuse to serve anyone who disrespectfully files a complaint.

### 4) Other Policy References:

### 5) Document Revision History:

<u>Document Version #</u>	<u>Reason for Revision</u>	<u>Date</u>

Policy Contact Information:	Human Resource Manager
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