

Code of Conduct for the MCK Ratitsénhaiehs

Approved via MCED # XX/2025–2026 on [D/M/Y]

Purpose

- 1.1 Kanien'kehá:ka of Kahnawà:ke hold their leaders to high expectations of professional conduct and personal behavior.
- 1.2 The purpose of this Code is to establish the standards of conduct for the Mohawk Council of Kahnawà:ke (MCK) Ratitsénhaiehs.

Scope

- 2.1 This Code applies to the MCK Ratitsénhaiehs while in elected office.

Values and Principles

- 3.1 The MCK Ratitsénhaiehs hold political office through the *Mohawk Council of Kahnawà:ke Election Law*, as such they must respect and uphold the laws and regulations of Kahnawà:ke and any documents applicable to the MCK Ratitsénhaiehs.
- 3.2 As a governing body, the MCK Ratitsénhaiehs must uphold the following values:
 - 3.2.1 Respect for all human beings, animal life and the natural environment.
 - 3.2.2 Decision-making that protects future generations of Kanien'kehá:ka.
 - 3.2.3 Preservation and revitalization of Kanien'kéha language.
 - 3.2.4 Personal and professional integrity with accountability to Kanien'kehá:ka of Kahnawà:ke, their fellow Ratitsénhaiehs and all MCK employees.
- 3.3 The MCK Ratitsénhaiehs must abide by the following principles in carrying out their leadership responsibilities:
 - 3.3.1 Protect Kahnawà:ke's collective interests;
 - 3.3.2 Respect the perspectives of others;
 - 3.3.3 Be open, honest and transparent with Kanien'kehá:ka of Kahnawà:ke, regarding decisions and actions taken both as a Ratsénhaiehs/latsénhaiehs and as the MCK Ratitsénhaiehs;
 - 3.3.4 Maintain and strengthen their relationship with Kanien'kehá:ka of Kahnawà:ke, for continued trust and confidence in the MCK.

Professional Conduct

- 4.1 Each Ratsénhaiehs/latsénhaiehs is responsible to contribute to a respectful workplace free from discrimination and Harassment.

4.2 At all times, the MCK Ratitsénhaienhs must:

- 4.2.1 Treat others with respect, fairness, and courtesy;
- 4.2.2 Not initiate or participate in any form of discrimination or harassment; and,
- 4.2.3 Respond to and resolve any breaches of this Code.

Professional Appearance

- 5.1 The personal appearance of an MCK Ratsénhaienhs/letsénhaienhs must be consistent with the level of professionalism required by the community as well as the organizational staff they work alongside in an office environment.
- 5.2 As elected officials representing the community, the Ratitsénhaienhs must wear clothing that presents a neat, clean and professional appearance.

Acceptable Attire

- 6.1 The following is acceptable attire for the MCK Ratitsénhaienhs during the performance of their official duties, including community meetings:
 - 6.1.1 Dress shirts and polos must have a collar, be clean and presentable and not be soiled, frayed or torn.
 - 6.1.2 Hoodies and sweatshirts must only be worn on occasion, provided they project an image consistent with the professionalism expected of an MCK Ratitsénhaienhs.
 - 6.1.3 Pants/Shorts/Skirts must be clean and presentable, be of sufficient length and fit to maintain proper modesty and not be soiled, frayed or torn.
 - 6.1.4 Jeans must only be worn on occasion, provided they project an image consistent with the professionalism expected of an MCK Ratitsénhaienhs and not be soiled, frayed or torn.
 - 6.1.5 Footwear must be clean and presentable, and not be flipflops, flappers, slides, crocs and/or sneakers. Sneakers may be worn on “casual Fridays”, provided they project an image consistent with the professionalism expected of an MCK Ratitsénhaienhs.

Prohibited Attire

- 7.1. The MCK Ratitsénhaienhs must not wear the following attire during the performance of their official duties, including community meetings:
 - 7.1.1 Clothing that is frayed, cut or has been altered without being hemmed;
 - 7.1.2 Clothing that is see-through mesh or net shirts, midriff-baring halter or tube tops;
 - 7.1.3 Sportswear, such as T-shirts, sports team jerseys, beachwear, athletic leggings, and/or sweatpants;
 - 7.1.4 Hats and/or visors of any kind;
 - 7.1.5 Any garment inscribed, printed or bearing patches with words, slogans, pictures, symbols or print that may be interpreted to be profane, offensive, supremacist, racist, sexually suggestive, obscene, supportive of, or oriented toward the glamorization of alcohol or any

illegal activity, derogatory toward any ethnic or religious group, military service or symbol of any nation.

Personal Appearance

- 8.1 Tattoos must be covered, to the extent possible.
- 8.2 Hickeys must not be visible.
- 8.3 Hair must be clean, groomed and presentable.
- 8.4 Long hair must be combed, braided or tied back in a bun or ponytail.
- 8.5 Facial hair must be clean, groomed and presentable.

Confidentiality of Information

- 9.1 Everyone has a legal right of privacy regarding their personal information, which includes an individual's right to determine with whom they will share the information, and to know of and exercise control over collection, use, disclosure, access and retention concerning their information.
- 9.2 MCK Ratitsénhaïenhs must:
 - 9.2.1 Not disclose or in any way use for personal advantage or in such a way as to discredit or undermine Kanien'kehá:ka of Kahnawà:ke and the MCK, information not otherwise available to the public for which the MCK Ratitsénhaïenhs are privy to during the performance of their official duties.
 - 9.2.2 Ensure confidential Information, in any form, that MCK Ratitsénhaïenhs receive during their term of office is not disclosed or transmitted to anyone other than persons authorized to receive the information.
 - 9.2.3 Ensure the proper handling and protection of confidential information is applicable both within and outside the MCK and continues to apply after a Ratsénhaïenhs/Ietsénhaïenhs term of office ends.
 - 9.2.4 Consult with the appropriate individual(s) before disclosing, releasing, or transmitting any information, if there is any doubt as to whether the information is confidential.
- 9.3 MCK Ratitsénhaïenhs are personally responsible for the collection, disclosure, publication, and disposition of personal or sensitive information, electronic media, and devices they control.

Social Media Use

- 10.1 MCK Ratitsénhaïenhs' relationships with people external to the MCK work environment through social media platforms are recognized and valued as necessary in the exercise of their leadership role.
- 10.2 While participation in social media platforms is voluntary, MCK Ratitsénhaïenhs are personally responsible for the content they publish or circulate online.
- 10.3 When using social media on their personal devices, a Ratsénhaïenhs/Ietsénhaïenhs must:
 - 10.3.1 Respect MCK policies regarding confidentiality and the acceptable use of technologies, such as *MCK Social Media Policy*;

- 10.3.2 Not use personal social media during work hours, unless directly related to MCK business;
- 10.3.3 Not use vulgar language, slurs, insults, obscenities nor share offensive content or offensive conduct online;
- 10.3.4 Not share anything online that may harm the reputation of the MCK or compromise personal ethics, or professional integrity including:
 - 10.3.4.1 Defamatory, malicious, intimidating, discriminatory, harassing, or threatening comments, hate propaganda or calls to violence against any groups of individuals.
 - 10.3.4.2 Activity that violates any community law, regulation or policy.
 - 10.3.4.3 Information that may compromise any court processes or criminal investigations.
 - 10.3.4.4 Any infringement of intellectual property rights, including logos, and copyright.

Conflicts of Interest

- 11.1 The MCK Conflict of Interest Policy, in so far as it applies to the MCK Ratsénhaïenhs, is in addition to this section.
- 11.2 The collective interest of the community is paramount to any individual interest or the organization.
- 11.3 In order to minimize any conflict(s) of interest and ensure continued collective benefit, decision-making by the MCK Ratsénhaïenhs must account for the social and economic situations of the community.
- 11.4 Ratsénhaïenhs/letsénhaïenhs must declare a(ny) conflict(s) of interest where a decision could result in a financial or material advantage and or benefits to an individual.
 - 11.4.1 Discussion must take place to mitigate or resolve the situation.
- 11.5 To identify and/or manage an actual, potential or perceived conflict of interest, Ratsénhaïenhs/letsénhaïenhs must:
 - 11.5.1 Respect the integrity of and operate within the established methods of decision-making exercised by the MCK Ratsénhaïenhs;
 - 11.5.2 Not seek to unduly influence any committee, working group or other decision-making entity;
 - 11.5.3 Not place themselves or be under any financial or other obligation to an individual or organization that may, does or will influence them in the performance of their duties;
 - 11.5.4 Not provide professional services or be otherwise employed by any other organization or entity;
 - 11.5.5 Not give or appear to give preferential treatment to relatives, friends, or organizations in situations where they have a personal and/or professional interest;
 - 11.5.6 Immediately declare any personal and/or professional relationships and any financial or non- financial interests relevant to topics of discussion that arise during meetings.
- 11.6 The Ratsénhaïenhs/letsénhaïenhs must not be in or pursue an intimate relationship with an individual in the same work environment, unless the individuals are spouses.

- 11.7 The Ratsénhaienhs/letsénhaienhs must not be in a personal relationship that compromises objectivity for decision making. Where objectivity is questioned, the remaining Ratsénhaienhs/letsénhaienhs have a responsibility to address or mitigate the matter.
- 11.8 The Ratsénhaienhs/letsénhaienhs must not participate in discussions or decisions dealing with or affecting their own property or interests.
- 11.9 The Ratsénhaienhs/letsénhaienhs are responsible to identify a conflict of interest of their fellow MCK Ratitsénhaienhs when a conflict is not declared.

Personal Interest

- 12.1 The Ratsénhaienhs/letsénhaienhs have a right to personal and working relationships and associations outside of their official position, however these must not negatively impact the performance of their duties or the reputation of the MCK Ratitsénhaienhs nor the reputation of the MCK as an organization.
- 12.2 Ratsénhaienhs/letsénhaienhs must declare in the Declaration of Business Holding that they will not be actively participating in any of their business holdings, if applicable.
- 12.3 Ratsénhaienhs/letsénhaienhs involved in a personal relationship that compromises their objectivity, or may reasonably cause their objectivity to be questioned, must not be in a direct reporting relationship with that person in the work environment.
- 12.4 Ratsénhaienhs/letsénhaienhs has the right to be involved in activities as a member of the community; however, they must avoid situations in which they place themselves in a conflict of interest.
- 12.5 Ratsénhaienhs/letsénhaienhs who engage in any volunteer activity must immediately notify the MCK Ratitsénhaienhs, and ensure that these activities do not:
 - 12.5.1 Interfere with the performance of their responsibilities and obligations as a MCK Ratitsénhaienhs;
 - 12.5.2 Represent a conflict of interest or create the perception of a conflict of interest that cannot be reasonably managed by the MCK Ratitsénhaienhs;
 - 12.5.3 Appear to be an official act of their office or to represent MCK opinion or policy;
 - 12.5.4 Involve the use of MCK work time, premises, services, equipment, supplies or any human resources;
 - 12.5.5 Gain an advantage that is derived from their position as a Ratsénhaienhs/letsénhaienhs.
- 12.6 The MCK Ratitsénhaienhs are encouraged to refrain from applying for any employment position while they are actively serving in office.
 - 12.6.1 When a Ratsénhaienhs/letsénhaienhs applies for employment while in office, they must immediately inform the MCK Ratitsénhaienhs in writing to mitigate any conflicts of interest and to plan for work management.
 - 12.6.2 When a Ratsénhaienhs/letsénhaienhs applies for any employment while serving in office, they must simultaneously inform the community in writing.

- 12.7 A Ratsénhaïenhs/letsénhaïenhs must disclose in writing to the MCK Ratitsénhaïenhs when they receive remuneration from any source other than under the terms of their employment as elected officials.
- 12.8 A Ratsénhaïenhs/letsénhaïenhs who has property, financial, business or personal interests that place them in a conflict of interest must not serve on relevant committees or portfolios.
- 12.9 Ratsénhaïenhs/letsénhaïenhs must declare any known interests of their spouse, intimate partner and/or immediate family members, that may be perceived to compromise their objectivity.
- 12.10 Ratsénhaïenhs/letsénhaïenhs must declare any directorships, executive, or decision-making positions they hold within a corporation, company, partnership, trust or any other business entity, regardless of whether or not they are remunerated for that position.
- 12.11 Ratsénhaïenhs/letsénhaïenhs must declare to the MCK Ratitsénhaïenhs their shareholdings in a corporation, company, or other community entity.
- 12.12 Ratsénhaïenhs/letsénhaïenhs must declare to the MCK Ratitsénhaïenhs non-financial interests, such as membership in community entities, companies, clubs, societies, trade unions, and/or volunteer organizations.
- 12.13 Ratsénhaïenhs/letsénhaïenhs with a declared interest in a business entity or in shareholdings of a business entity, must declare every contract or prospective contract the business entity currently has or wishes to have with the MCK, including its duration.
- 12.14 Ratsénhaïenhs/letsénhaïenhs must declare to the MCK Ratitsénhaïenhs their landholdings and/or other interests in homes and/or buildings situated within the Mohawk Territory of Kahnawà:ke, including the Seigneury of Sault St. Louis, Tioweró:ton and adjacent lands.
- 12.15 Ratsénhaïenhs/letsénhaïenhs must respect the following rules for conflicts of interest and will not:
- 12.15.1 Use MCK property, equipment, or their official position to pursue personal interests or the interests of another entity;
 - 12.15.2 Place themselves in a situation where they are under obligation to a person, corporation or organization who might benefit from, or seek to gain special consideration, advantage, or favor;
 - 12.15.3 Give preferential treatment to an individual, corporation, or organization in which they, a relative, acquaintance or friend of theirs has a financial or other interest;
 - 12.15.4 Place themselves in a situation where they would benefit from, or where it is reasonably perceived by others that they would benefit from, the use of information or relationships acquired solely by reason of their position as a Ratsénhaïenhs/letsénhaïenhs;
 - 12.15.5 Provide executive, managerial, or consultative services to any person, firm, or corporation that does business with, seeks to do business with, is regulated by a body appointed by MCK, or is funded by or competes with the services of MCK, without providing full disclosure in accordance with this Code, including obtaining prior approval to function as such from the MCK Ratitsénhaïenhs;
 - 12.15.6 Provide input into the development of proposals to the MCK on behalf of any person, firm or corporation that is affiliated with, or is seeking to be associated with or contracted to

- the MCK, unless specifically required or directed by the MCK Ratitsénhaienhs to engage in this activity as part of their portfolio responsibilities;
- 12.15.7 Hold a position or have a material and/or financial interest in an entity that competes directly or indirectly with the MCK in the purchase or sale of property, property rights, interests or services or provides goods or services to MCK.

Gifts and Hospitality

- 13.1 The Ratsénhaienhs/letsénhaienhs must not ask for gifts or hospitality in the conduct of their duties.
- 13.1.1 They must disclose to the MCK Ratitsénhaienhs any gifts or hospitality received.
- 13.2 The Ratsénhaienhs/letsénhaienhs must not directly or indirectly accept personal gifts, such as relief from indebtedness, loan concessions, or the provision of services at a cost below that generally charged to community members of a value greater than one hundred (100) dollars.
- 13.3 The Ratsénhaienhs/letsénhaienhs may accept personal gifts of a value less than one hundred (100) dollars as part of official MCK business.
- 13.4 Ratsénhaienhs/letsénhaienhs may accept civic gifts received on behalf of the MCK.
- 13.4.1 These civic gifts must be immediately disclosed to the MCK Ratitsénhaienhs.
- 13.4.2 The disposition of the civic gifts is at the discretion of the MCK Ratitsénhaienhs.
- 13.5 The Ratsénhaienhs/letsénhaienhs must disclose when their spouse or common law partner receives a gift as a result of their official position.
- 13.5.1 The disposition of the gift to the spouse or common law partner is at the discretion of the MCK Ratitsénhaienhs.
- 13.6 The Ratsénhaienhs/letsénhaienhs must only accept offers and/or invitations to attend hosted social or sporting events where the MCK is expected to be represented in an official capacity where they must limit their involvement to the event in question.
- 13.6.1 Repeated hospitality from the same source must be disclosed and attendance is at the discretion of the MCK Ratitsénhaienhs.

Intellectual Property of the MCK

- 14.1 The MCK Ratitsénhaienhs must recognize and respect the MCK's ownership of intellectual property that may be created or encountered during their work as a Ratsénhaienhs/letsénhaienhs.
- 14.1.1 They are not permitted to use any of the MCK's ideas, concepts and/or intellectual property to further their private interests or for personal gain without the express written permission of the MCK Ratitsénhaienhs.

- 14.2 At the end of their term of office, the MCK Ratitsénhaïenhs are responsible to organize, transfer and surrender all files, documents and other information related to work conducted during their term of office.

Breaches of this Code

- 15.1 This Code of Conduct is the foundation of the MCK Ratitsénhaïenhs accountability and transparency for their personal conduct and for their actions in the performance of their official duties, where respect and adherence to the Code is expected.
- 15.2 Breaches of this Code will be subject to sanction and/or discipline in accordance with MCK complaints and disciplinary policies that apply to the MCK Ratitsénhaïenhs.
- 15.3 The MCK Ratitsénhaïenhs may also be subject to sanction and/or discipline in response to complaints lodged against them by members of the community as stipulated in the *Mohawk Council of Kahnawà:ke Disciplinary Measures Regulations*, or the *Ratitsénhaïenhs – Disciplinary Process for Complaints Internal to the MCK, Internal Complaints Policy – for complaints internal to the Ratitsénhaïenhs* for reasons encompassed by this *Code of Conduct*.

Approval

- 16.1 This document and all provisions contained within are superseded by the *Mohawk Council of Kahnawà:ke Election Law* and are subject to consistency with the Law as it may be amended.
- 16.2 This document shall come into force upon the passing of a Mohawk Council Executive Directive (MCED) and will replace any previous versions of the *Mohawk Council of Kahnawà:ke Code of Conduct for the Ratitsénhaïenhs*.
- 16.3 This document and any subsequent amendments will be approved by MCED.

Review

- 17.1 The MCK Ratitsénhaïenhs will undertake a review of this document by the end of their term of office.
- 17.2 Any amendments will be reviewed by a community-led advisory group for eventual validation by the community.

ANNEX A

Glossary of Terms

Civic gift: An object given in recognition of an individual's service or contribution to the community, a civic event, or an organization (pin, certificate, commemorative item or financial donation).

Common-Law Relationship: An intimate personal relationship, not solemnized by a legal marriage ceremony, law or custom, between two (2) persons who have lived together for not less than one (1) year.

Conflict of Interest: A situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest to influence the objective exercise of their official duties.

Confidential Information refers to any data or knowledge that is shared with an individual or organization under the condition that it remains private and undisclosed. This means that the recipient of such information is legally bound to keep it confidential and cannot reveal it without the consent of the person or entity who provided it.

Harassment: Any unwelcome conduct that negatively affects the work environment or leads to adverse job-related consequences for the victims of said conduct.

Immediate family: A person's closest relatives, including their mother, father, husband, wife, brothers, sisters, children, stepchildren, grandparents, grandchildren, mother-in-law, father-in-law, sons and daughters-in-law.

Intellectual property: creations of the mind, such as inventions (patents); literary and artistic works (copyrights); designs; symbols; names and images used in commerce (trademarks) or such as reports, etc.

Intimate relationship: A close, personal connection characterized by emotional and often physical closeness, where individuals share feelings of trust, care and acceptance.

Kanien'kehá:ka of Kahnawà:ke: means a person verified and recognized as a Kanien'kéha of Kahnawà:ke, according to the criteria and procedures of the Kanien'kéha of Kahnawà:ke Law and its regulations, provided the person's recognition has not been removed.

Personal relationship: A close connection between individuals, built on emotional bonds and interactions, where people care about each other and share personal information.

Property Rights: Legal rights that an individual or entities has over assets, encompassing their ability to own, use, and dispose of property.

Social media: Internet platforms, such as websites and applications, that enable users to create and share content, connect with virtual communities, and engage in social networking (Facebook, Instagram, TikTok, YouTube, X, LinkedIn, Messenger, Snapchat)

Spouse: A person to whom one is legally married; common-law partners who have lived together in a conjugal relationship for a continuous period of at least 12 months.