



SQUAXIN ISLAND TRIBE

RESOLUTION NO. 08-49
Of the
SQUAXIN ISLAND TRIBAL COUNCIL

WHEREAS, the Squaxin Island Tribal Council is the Governing Body of the Squaxin Island Tribe, its members, its lands, its enterprises, and its agencies by authority of the Constitution and Bylaws of the Squaxin Island Tribe, as approved and adopted by the General Body and the Secretary of the Interior on July 8, 1965; and

WHEREAS, the Tribe is a federally-recognized Indian Tribe possessing reserved powers, including the powers of self-government; and

WHEREAS, under the Constitution, Bylaws and inherent sovereignty of the Tribe, the Squaxin Island Tribal Council is charged with the duty of protecting the health, security, education and general welfare of tribal members, with protecting and managing the lands and treaty resources and rights of the Tribe, and providing an appropriate workplace for all of its employees; and

WHEREAS, the Squaxin Island Tribal Council has been entrusted with the creation of ordinances and resolutions in order to fulfill their duty of protecting the health, security, education and general welfare of tribal members, with protecting and managing the lands and treaty resources of the Tribe, and providing an appropriate workplace for its employees; and

WHEREAS, the Squaxin Island Tribal Council finds there are unintended inconsistencies in the personnel policies and employee handbooks for various Tribal entities; and

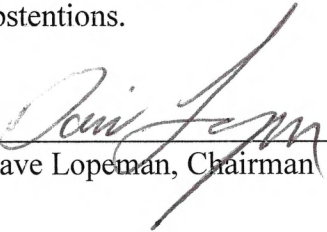
WHEREAS, it would be in the best interests of the Tribe to have uniform personnel policies for all employees, without regard to what Tribal entity an employee works for;

NOW THEREFORE BE IT RESOLVED, the Squaxin Island Tribal Council hereby amends the following employee handbooks by striking and omitting the below referenced provisions and replacing the omitted materials with the attached policies and documents.

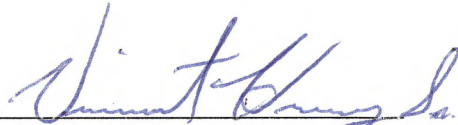
- A. Squaxin Island Tribe, page 22, "Employee Relations", paragraph 7.
- B. Island Enterprises, Inc., page 19, "Employee Relations", paragraph 7.
- C. Skookum Creek Tobacco Company, page 24, "Employee Relations", paragraph 7.
- D. Squaxin Island Gaming Enterprises, Policy 202:1, "Productive Work Environment".
- E. Squaxin Island Child Development Center, page 9, Section 105 "Harassment".

CERTIFICATION

The Squaxin Island Tribal Council does hereby certify that the foregoing Resolution was adopted at a regular meeting of the Squaxin Island Tribal Council, held on this 22th day of May, 2008 at which time a quorum was present and was passed by a vote of 6 for and 0 against with 0 abstentions.



Dave Lopeman, Chairman

Attested by: 

Vince Henry, Sr, Secretary



Arnold Cooper, Vice Chairman

HARASSMENT POLICY (Squaxin Island Tribe)

Policy

The Squaxin Island Tribe is committed to courteous and considerate treatment of its employees. It is the intent of the Tribe that all employees work in an environment that is free from discrimination and/or harassment of any employee by another employee, supervisor, manager, contractor, vendor, customer, or other non-employee. All employees who witness, experience, or otherwise possess information on an incident of harassment shall make a harassment complaint. All complaints that are brought to the attention of the Tribal Administration will be promptly and thoroughly investigated. If it is determined that harassment occurred, the Tribe will take immediate and appropriate corrective action to resolve the situation.

The Tribe will not tolerate harassment of any kind, including but not limited to harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or any other status protected by applicable laws. Examples of prohibited harassment include, but are not limited to, jokes, derogatory comments, nicknames, verbal/non-verbal innuendo, or offensive conduct of any kind that insults or holds up to ridicule a member of a protected class.

The Tribe will not tolerate harassment in any form, including but not limited to physical, verbal, written, recorded, or electronically transmitted, and further maintains that all employees, at all levels of the Tribe, must avoid offensive and/or inappropriate behavior at work and/or at any time they are on Tribe business or they are representing the Tribe in any way.

Sexual Harassment:

While no form of harassment shall be tolerated, sexual harassment is considered by the Tribe as particularly offensive. Sexual harassment is defined as the unwelcome sexual conduct that effects an individual's employment. An employee's conduct will be considered unwelcome and in violation of this section when the employee knows or should know it is unwelcome to the person subjected to the conduct. Non-exclusive examples of prohibited sexual harassment include unwelcome physical conduct (such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs) and unwelcome verbal conduct (such as sexual propositions, slurs, insults, jokes, and other sexual comments).

Sexual harassment can be classified as one of two types:

1. **Quid Pro Quo** harassment is where submissions to the conduct is a term or condition for employment or is used as a basis for an employment decision.
2. **Hostile work environment** harassment is harassment that has the effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment. A claim could be based on but not limited to threatening, demeaning, hostile or offensive conduct. Generally a series of incidences is needed to create a hostile environment claim and the strength of the claim depends on the number and intensity of such incidents.

Complaint Procedure

An employee shall make a complaint about witnessing or experiencing harassing behavior of any kind to the supervisor of the alleged harasser, the employee's immediate supervisor, or the Human Resources Director. Complaints may be submitted either orally or in writing. When submitted orally, the notified individual or investigator should take the complaint down in writing and obtain the employee's verification that the prepared statement is correct.

The Tribe shall promptly and thoroughly investigate complaints or reports of violation of this Section. An employee who has filed a complaint or a report pursuant to this Section may inquire, at any time, about the status of an investigation. Any and all employees of the Tribe shall fully co-operate with any investigator performing an investigation.

If it is determined an employee of the Tribe committed an act of harassment, corrective action will include appropriate disciplinary action up to and including dismissal of the offending employee, and assurances given to the appropriate parties that:

1. The harassment will cease;
2. The harassment will not reoccur; and
3. There will be no retaliation as a result of the harassment being reported.

Anyone found to have filed a complaint/report of harassment when such accusation is determined to be deliberately dishonest or in bad faith, shall be deemed to have violated this Section, and such individual shall be appropriately disciplined, up to and including termination.

The Tribe will protect the confidentiality of all complaints and reports of harassment to the extent possible and practicable.

No Retaliation

No reprisal, retaliation, or other adverse action will be taken against any employee for making a good faith complaint or report of harassment, or for assisting in a good faith investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the employee's immediate supervisor or the Human Resources Director. All such reports will be investigated and any supervisor or other employee found to have retaliated against an employee for filing a good faith harassment complaint will be appropriately disciplined, up to and including termination.

HARASSMENT POLICY (Island Enterprises, Inc.)

Policy

Island Enterprises, Inc. is committed to courteous and considerate treatment of its employees. It is the intent of Island Enterprises, Inc. that all employees work in an environment that is free from discrimination and/or harassment of any employee by another employee, supervisor, manager, contractor, vendor, customer, or other non-employee. All employees who witness, experience, or otherwise possess information on an incident of harassment shall make a harassment complaint. All complaints that are brought to the attention of the Tribal Administration will be promptly and thoroughly investigated. If it is determined that harassment occurred, Island Enterprises, Inc. will take immediate and appropriate corrective action to resolve the situation.

The Island Enterprises, Inc. will not tolerate harassment of any kind, including but not limited to harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or any other status protected by applicable laws. Examples of prohibited harassment include, but are not limited to, jokes, derogatory comments, nicknames, verbal/non-verbal innuendo, or offensive conduct of any kind that insults or holds up to ridicule a member of a protected class.

Island Enterprises, Inc. will not tolerate harassment in any form, including but not limited to physical, verbal, written, recorded, or electronically transmitted, and further maintains that all employees, at all levels of Island Enterprises, Inc., must avoid offensive and/or inappropriate behavior at work and/or at any time they are on Island Enterprises, Inc. business or they are representing Island Enterprises, Inc. in any way.

Sexual Harassment:

While no form of harassment shall be tolerated, sexual harassment is considered by Island Enterprises, Inc. as particularly offensive. Sexual harassment is defined as the unwelcome sexual conduct that effects an individual's employment. An employee's conduct will be considered unwelcome and in violation of this section when the employee knows or should know it is unwelcome to the person subjected to the conduct. Non-exclusive examples of prohibited sexual harassment include unwelcome physical conduct (such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs) and unwelcome verbal conduct (such as sexual propositions, slurs, insults, jokes, and other sexual comments).

Sexual harassment can be classified as one of two types:

1. Quid Pro Quo harassment is where submissions to the conduct is a term or condition for employment or is used as a basis for an employment decision.
2. Hostile work environment harassment is harassment that has the effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment. A claim could be based on but not limited to threatening, demeaning, hostile or offensive conduct. Generally a series of incidences is needed to create a hostile environment claim and the strength of the claim depends on the number and intensity of such incidents.

Complaint Procedure

An employee shall make a complaint about witnessing or experiencing harassing behavior of any kind to the supervisor of the alleged harasser, the employee's immediate supervisor, or the Human Resources Director. Complaints may be submitted either orally or in writing. When submitted orally, the notified individual or investigator should take the complaint down in writing and obtain the employee's verification that the prepared statement is correct.

Island Enterprises, Inc. shall promptly and thoroughly investigate complaints or reports of violation of this Section. An employee who has filed a complaint or a report pursuant to this Section may inquire, at any time, about the status of an investigation. Any and all employees of Island Enterprises, Inc. shall fully co-operate with any investigator performing an investigation.

If it is determined an employee of Island Enterprises, Inc. committed an act of harassment, corrective action will include appropriate disciplinary action up to and including dismissal of the offending employee, and assurances given to the appropriate parties that:

1. The harassment will cease;
2. The harassment will not reoccur; and
3. There will be no retaliation as a result of the harassment being reported.

Anyone found to have filed a complaint/report of harassment when such accusation is determined to be deliberately dishonest or in bad faith, shall be deemed to have violated this Section, and such individual shall be appropriately disciplined, up to and including termination.

The Island Enterprises, Inc. will protect the confidentiality of all complaints and reports of harassment to the extent possible and practicable.

No Retaliation

No reprisal, retaliation, or other adverse action will be taken against any employee for making a good faith complaint or report of harassment, or for assisting in a good faith investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the employee's immediate supervisor or the Human Resources Director. All such reports will be investigated and any supervisor or other employee found to have retaliated against an employee for filing a good faith harassment complaint will be appropriately disciplined, up to and including termination.

HARASSMENT POLICY (Skookum Creek Tobacco Company)

Policy

Skookum Creek Tobacco Company is committed to courteous and considerate treatment of its employees. It is the intent of Skookum Creek Tobacco Company that all employees work in an environment that is free from discrimination and/or harassment of any employee by another employee, supervisor, manager, contractor, vendor, customer, or other non-employee. All employees who witness, experience, or otherwise possess information on an incident of harassment shall make a harassment complaint. All complaints that are brought to the attention of the Tribal Administration will be promptly and thoroughly investigated. If it is determined that harassment occurred, Skookum Creek Tobacco Company will take immediate and appropriate corrective action to resolve the situation.

The Skookum Creek Tobacco Company will not tolerate harassment of any kind, including but not limited to harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or any other status protected by applicable laws. Examples of prohibited harassment include, but are not limited to, jokes, derogatory comments, nicknames, verbal/non-verbal innuendo, or offensive conduct of any kind that insults or holds up to ridicule a member of a protected class.

Skookum Creek Tobacco Company will not tolerate harassment in any form, including but not limited to physical, verbal, written, recorded, or electronically transmitted, and further maintains that all employees, at all levels of Skookum Creek Tobacco Company, must avoid offensive and/or inappropriate behavior at work and/or at any time they are on Skookum Creek Tobacco Company business or they are representing Skookum Creek Tobacco Company in any way.

Sexual Harassment:

While no form of harassment shall be tolerated, sexual harassment is considered by Skookum Creek Tobacco Company as particularly offensive. Sexual harassment is defined as the unwelcome sexual conduct that effects an individual's employment. An employee's conduct will be considered unwelcome and in violation of this section when the employee knows or should know it is unwelcome to the person subjected to the conduct. Non-exclusive examples of prohibited sexual harassment include unwelcome physical conduct (such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs) and unwelcome verbal conduct (such as sexual propositions, slurs, insults, jokes, and other sexual comments).

Sexual harassment can be classified as one of two types:

1. **Quid Pro Quo** harassment is where submissions to the conduct is a term or condition for employment or is used as a basis for an employment decision.
2. **Hostile work environment** harassment is harassment that has the effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment. A claim could be based on but not limited to threatening, demeaning, hostile or offensive conduct. Generally a series of incidences is needed to create a hostile environment claim

and the strength of the claim depends on the number and intensity of such incidents.

Complaint Procedure

An employee shall make a complaint about witnessing or experiencing harassing behavior of any kind to the supervisor of the alleged harasser, the employee's immediate supervisor, or the Human Resources Director. Complaints may be submitted either orally or in writing. When submitted orally, the notified individual or investigator should take the complaint down in writing and obtain the employee's verification that the prepared statement is correct.

Skookum Creek Tobacco Company shall promptly and thoroughly investigate complaints or reports of violation of this Section. An employee who has filed a complaint or a report pursuant to this Section may inquire, at any time, about the status of an investigation. Any and all employees of Skookum Creek Tobacco Company shall fully co-operate with any investigator performing an investigation.

If it is determined an employee of Skookum Creek Tobacco Company committed an act of harassment, corrective action will include appropriate disciplinary action up to and including dismissal of the offending employee, and assurances given to the appropriate parties that:

1. The harassment will cease;
2. The harassment will not reoccur; and
3. There will be no retaliation as a result of the harassment being reported.

Anyone found to have filed a complaint/report of harassment when such accusation is determined to be deliberately dishonest or in bad faith, shall be deemed to have violated this Section, and such individual shall be appropriately disciplined, up to and including termination.

The Skookum Creek Tobacco Company will protect the confidentiality of all complaints and reports of harassment to the extent possible and practicable.

No Retaliation

No reprisal, retaliation, or other adverse action will be taken against any employee for making a good faith complaint or report of harassment, or for assisting in a good faith investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the employee's immediate supervisor or the Human Resources Director. All such reports will be investigated and any supervisor or other employee found to have retaliated against an employee for filing a good faith harassment complaint will be appropriately disciplined, up to and including termination.

HARASSMENT (Squaxin Island Child Development Center)

Policy

The Squaxin Island Gaming Enterprises (SIGE) is committed to courteous and considerate treatment of its employees. It is the intent of the SIGE that all employees work in an environment that is free from discrimination and/or harassment of any employee by another employee, supervisor, manager, contractor, vendor, customer, or other non-employee. All employees who witness, experience, or otherwise possess information on an incident of harassment shall make a harassment complaint. All complaints that are brought to the attention of the Tribal Administration will be promptly and thoroughly investigated. If it is determined that harassment occurred, the SIGE will take immediate and appropriate corrective action to resolve the situation.

The SIGE will not tolerate harassment of any kind, including but not limited to harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or any other status protected by applicable laws. Examples of prohibited harassment include, but are not limited to jokes, derogatory comments, nicknames, verbal/non-verbal innuendo, or offensive conduct of any kind that insults or holds up to ridicule a member of a protected class.

The SIGE will not tolerate harassment in any form, including but not limited to physical, verbal, written, recorded, or electronically transmitted, and further maintains that all employees, at all levels of the SIGE, must avoid offensive and/or inappropriate behavior at work and/or at any time they are on SIGE business or they are representing the SIGE in any way.

Sexual Harassment:

While no form of harassment shall be tolerated, sexual harassment is considered by the SIGE as particularly offensive. Sexual harassment is defined as the unwelcome sexual conduct that effects an individual's employment. An employee's conduct will be considered unwelcome and in violation of this section when the employee knows or should know it is unwelcome to the person subjected to the conduct. Non-exclusive examples of prohibited sexual harassment include unwelcome physical conduct (such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs) and unwelcome verbal conduct (such as sexual propositions, slurs, insults, jokes, and other sexual comments).

Sexual harassment can be classified as one of two types:

1. Quid Pro Quo harassment is where submissions to the requested sexual conduct is a term or condition for employment or is used as a basis for an employment decision.
2. Hostile work environment harassment is harassment of a sexual nature that has the effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment. A claim could be based on but not limited to threatening, demeaning, hostile or offensive conduct. Generally a series of incidences is needed to create a hostile environment claim and the strength of the claim depends on the number and intensity of such incidents.

Complaint Procedure

An employee shall make a complaint about witnessing or experiencing harassing behavior of any kind to the supervisor of the alleged harasser, the employee's immediate supervisor, or the Human

Resources Director. Complaints may be submitted either orally or in writing. When submitted orally, the notified individual or investigator should take the complaint down in writing and obtain the employee's verification that the prepared statement is correct. In all cases, the Human Resources Director will be advised of any harassment complaints, with the exception being that the offender is the Human Resources Director, in which case the complaint will be communicated to the CEO.

The SIGE shall promptly and thoroughly investigate complaints or reports of violation of this Section. An employee who has filed a complaint or a report pursuant to this Section may inquire, at any time, about the status of an investigation. Any and all employees of the SIGE shall fully co-operate with any investigator performing an investigation.

If it is determined an employee of the SIGE committed an act of harassment, corrective action will include appropriate disciplinary action up to and including termination of the offending employee with assurances given to the appropriate parties that:

1. The harassment will cease;
2. The harassment will not reoccur; and
3. There will be no retaliation as a result of the harassment being reported.

Anyone found to have filed a complaint/report of harassment when such accusation is determined to be deliberately dishonest or in bad faith, shall be deemed to have violated this Section, and such individual shall be appropriately disciplined, up to and including termination.

The SIGE and Human Resources Director will protect the confidentiality of all complaints and reports of harassment to the extent possible and practicable.

No Retaliation

No reprisal, retaliation, or other adverse action will be taken against any employee for making a good faith complaint or report of harassment, or for assisting in a good faith investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the employee's immediate supervisor and the Human Resources Director. All such reports will be investigated and any supervisor or other employee found to have retaliated against an employee for filing a good faith harassment complaint will be appropriately disciplined, up to and including termination.

HARASSMENT POLICY (SICDC)

Policy

SICDC is committed to courteous and considerate treatment of its employees. It is the intent of SICDC that all employees work in an environment that is free from discrimination and/or harassment of any employee by another employee, supervisor, manager, contractor, vendor, customer, or other non-employee. All employees who witness, experience, or otherwise possess information on an incident of harassment shall make a harassment complaint. All complaints that are brought to the attention of the Tribal Administration will be promptly and thoroughly investigated. If it is determined that harassment occurred, SICDC will take immediate and appropriate corrective action to resolve the situation.

The SICDC will not tolerate harassment of any kind, including but not limited to harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, sex, sexual orientation or any other status protected by applicable laws. Examples of prohibited harassment include, but are not limited to, jokes, derogatory comments, nicknames, verbal/non-verbal innuendo, or offensive conduct of any kind that insults or holds up to ridicule a member of a protected class.

SICDC will not tolerate harassment in any form, including but not limited to physical, verbal, written, recorded, or electronically transmitted, and further maintains that all employees, at all levels of SICDC, must avoid offensive and/or inappropriate behavior at work and/or at any time they are on SICDC business or they are representing SICDC in any way.

Sexual Harassment:

While no form of harassment shall be tolerated, sexual harassment is considered by SICDC as particularly offensive. Sexual harassment is defined as the unwelcome sexual conduct that effects an individual's employment. An employee's conduct will be considered unwelcome and in violation of this section when the employee knows or should know it is unwelcome to the person subjected to the conduct. Non-exclusive examples of prohibited sexual harassment include unwelcome physical conduct (such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs) and unwelcome verbal conduct (such as sexual propositions, slurs, insults, jokes, and other sexual comments).

Sexual harassment can be classified as one of two types:

1. **Quid Pro Quo** harassment is where submissions to the conduct is a term or condition for employment or is used as a basis for an employment decision.
2. **Hostile work environment** harassment is harassment that has the effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment. A claim could be based on but not limited to threatening, demeaning, hostile or offensive conduct. Generally a series of incidences is needed to create a hostile environment claim and the strength of the claim depends on the number and intensity of such incidents.

Complaint Procedure

An employee shall make a complaint about witnessing or experiencing harassing behavior of any kind to the supervisor of the alleged harasser, the employee's immediate supervisor, or the Human Resources Director. Complaints may be submitted either orally or in writing. When submitted orally, the notified individual or investigator should take the complaint down in writing and obtain the employee's verification that the prepared statement is correct.

SICDC shall promptly and thoroughly investigate complaints or reports of violation of this Section. An employee who has filed a complaint or a report pursuant to this Section may inquire, at any time, about the status of an investigation. Any and all employees of SICDC shall fully co-operate with any investigator performing an investigation.

If it is determined an employee of SICDC committed an act of harassment, corrective action will include appropriate disciplinary action up to and including dismissal of the offending employee, and assurances given to the appropriate parties that:

1. The harassment will cease;
2. The harassment will not reoccur; and
3. There will be no retaliation as a result of the harassment being reported.

Anyone found to have filed a complaint/report of harassment when such accusation is determined to be deliberately dishonest or in bad faith, shall be deemed to have violated this Section, and such individual shall be appropriately disciplined, up to and including termination.

The SICDC will protect the confidentiality of all complaints and reports of harassment to the extent possible and practicable.

No Retaliation

No reprisal, retaliation, or other adverse action will be taken against any employee for making a good faith complaint or report of harassment, or for assisting in a good faith investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the employee's immediate supervisor or the Human Resources Director. All such reports will be investigated and any supervisor or other employee found to have retaliated against an employee for filing a good faith harassment complaint will be appropriately disciplined, up to and including termination.