



Nunavut Tunngavik Inc.

ELECTIONS CODE OF CONDUCT FOR EMPLOYEES

Approved by the Members in November 2003

Last amended in November 2009

I. Application of the Code

This Election Code of Conduct for Employees (“the Code”) applies to all employees of Nunavut Tunngavik Incorporated (“NTI”) and, subject to the approval of the Regional Inuit Associations, to Community Liaison Officers.

II. Principles of the Code

- (a) Employees of NTI owe a duty of loyalty to NTI which must be observed before, during, and after an election campaign;
- (b) The political activities of an employee must not conflict with the employee’s employment obligations.

III. Compliance with the Code

Each employee has a duty to ensure that his or her behaviour does not violate the provisions of the Code.

IV. Compliance with the Law

An employee must comply with all applicable laws and all NTI by-laws, election rules, human resource policies, and all other policies governing NTI elections and the use of NTI resources.

V. Political Activity by Employees

- 1. An employee not standing for election may support a candidate, subject to the following:
 - (a) any political activity must be conducted in the employee’s private capacity outside of regular working hours;
 - (b) the employee must not use NTI property or other resources at any time to support any candidate;

- (c) the employee must not solicit campaign contributions during working hours;
 - (d) the employee must not serve as campaign manager or official agent for a candidate;
 - (e) the employee must not publicly criticize any NTI policy or position that he or she has responsibility for or learns about in the course of his or her employment; and
 - (f) the employee's political activity must not otherwise conflict with the interests of NTI and the duties of the employee to NTI.
2. It is the responsibility of the employee to advise his or her supervisor about situations that may involve a possible conflict of interest. In considering whether a particular political activity involves a possible conflict of interest, the facts of each case must be considered, and a reasonable assessment must be made as to the extent of any conflict. Relevant factors include the following:
- (a) the position, powers, and duties of the employee;
 - (b) the relationship of the employee to the candidate; and
 - (c) the degree of support provided by the employee to the candidate.

VI. Abuse of Position

An employee must not:

- (a) direct or encourage any other employee to vote for a particular candidate;
- (b) coerce or offer monetary or other inducements to other employees to vote for or against a candidate or to abstain from voting;
- (c) abuse a position of power, privilege, or influence for a political purpose, by offering a reward, threatening a penalty, or by other means; or
- (d) disclose confidential information of NTI to any candidate or to any other person.

VII. Political Staff

An executive assistant or other political staff person employed in the office of an incumbent executive member who is seeking election must either:

- (a) take a leave of absence during the campaign period; or
- (b) accept reassignment to other duties.

VIII. Leave of Absence or Resignation in order to Stand for Election

An employee who wishes to stand for election must avoid any conflict of interest with the interests of NTI. Accordingly, an employee who wishes to stand for election must either:

- (a) resign his or her employment; or
- (b) take a leave of absence.

IX. Timing of Leave of Absence or Resignation

An employee must take a leave of absence or resign:

- (a) on the day on which nomination papers are filed; or
- (b) on a day preceding the filing of nomination papers if the employee cannot meet the obligation to perform his or her employment duties, including obligations under the Employee Election Code of Conduct, due to active campaigning.

X. Result of Successful Election

If an employee is successful in winning election to an executive position:

- (a) the leave of absence of the employee will end on the day that the employee assumes office; and
- (b) the employee shall be deemed to resign his or her employment, if the employee has not previously resigned his or her employment, on the day the employee assumes office.

XI. Result of Unsuccessful Election

If an employee is not successful in winning election to an executive position:

- (a) the leave of absence of the employee will end, unless the employee and NTI agree otherwise, on the day following voting day; and
- (b) an employee who has resigned to stand for election may be rehired at the discretion of the Chief Executive Officer. Application for rehiring must be made within one (1) month following voting day.

(Last amended in November 2009)