



# Waganakising Odawak

Little Traverse Bay Bands of Odawa Indians

## Regina Gasco-Bentley, Tribal Chairperson

7500 Odawa Circle, Harbor Springs, Michigan 49740

Phone 231-242-1418 • Fax 231-242-1411

### Executive Directive # 33-03052015-01

#### *Confidentiality Provision of Executive Employee Handbook*

This Executive Directive is made pursuant to the duties and authority of the Chairperson under Article VIII, Section (C)(5) of the Constitution to oversee all Tribal Executive departments, boards, commissions and committees created by the Tribal Council.

Maintaining employees' and clients' confidentiality is a key component of employment in Executive departments as stated in Section VI(C) of the Employee Handbook:

The unauthorized release of confidential information concerning any employee or client is a serious breach of confidentiality and will be grounds for immediate dismissal notwithstanding any other provision of this policy. Any questions or inquiries concerning any member or client are to be referred to the Tribal Administrator or his/her designee. The authority to release confidential information regarding employees, members or clients shall not be delegated to any other employee. No information on a employee, client or member shall be released to any agency without a written release of information form signed by the employee, member or client. Such an authorization must be on file before any information can be released.

Clandestine recordings of conversations between employees or with Tribal members or clients breaches the confidentiality protected under Section VI(C). Any recording by employees on Tribal governmental locations or during the course of carrying out their employment responsibilities without the prior written permission of all those being recorded is strictly prohibited and grounds for discipline, including dismissal, per Section VI(C) of the Handbook.

Provided, employees may assist commission, boards and committees with the recording of their meetings.

*This Executive Directive #33-03052015-01 becomes effective March 5, 2015 and will remain in effect unless rescinded, or replaced by a subsequent Executive Directive.*

  
Regina Gasco Bentley, Tribal Chairperson