

**Cook Inlet Tribal Council, Inc.**  
**Volunteer Application**

**Personal Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Please Indicate Your Availability:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

**Volunteer Interests.** Please tell us in which areas you are interested in volunteering (please check all that apply):

- ARISE  Child Care  Clerical  Communications  Community Events & Outreach  Fab Lab  
 Fundraising  KIDS Clothing Program  NYO Games Alaska  Tutoring  
 Other: \_\_\_\_\_

**Education:**

School	Name of School or Course of Study	Highest Level Completed	Currently Attending
High School			
Post-Secondary			
Other			

Special Training or Skills Received: \_\_\_\_\_

**Volunteer Experience:**

Organization	Your Role	From	To

**Employment History:**

Employer	Job Title	From	To

Have you ever been convicted of a felony at any time – or - been convicted of misdemeanor within the last 5 years?

- Yes  No

If YES, list type (misdemeanor/felony), conviction date and details of crime:

\_\_\_\_\_  
 \_\_\_\_\_

**Cook Inlet Tribal Council, Inc.**  
**Volunteer Application**

**Skills & Experiences.** Please indicate the skills & experience you would bring as a volunteer.

- Organizational Skills    Cultural Dance    Cultural Arts & Crafts    Experience w/ Children    Fundraising
- MS Word    MS Excel    Public Speaking    Teaching Skills
- Languages Spoken: \_\_\_\_\_
- Other Skills or Experience: \_\_\_\_\_

**References.** Please list two references including: past or present employers, teachers, volunteer supervisors, etc.  
**We CANNOT accept family members or personal friends as references.**

Name	Relationship	Phone	Email	Years Known

**Emergency Contacts.** Please list two contacts in case of an emergency.

Name	Phone Number	Alternate Number (optional)

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for volunteering, or termination after volunteer placement if discovered at a later date.

I authorize Cook Inlet Tribal Council, Inc. to investigate, without liability, all statements contained in this application including information concerning my education, employment experiences, criminal history, and all other aspects of my background relevant to my proposed volunteer placement.

I understand that I may be asked to submit to a state and federal criminal background investigation and/or screening for illegal substances upon conditional offer volunteer placement.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITC INFORMED CONSENT, WAIVER AND RELEASE OF LIABILITY**  
**(For Volunteers)**

I understand that I am volunteering at the CITC of my own free will and on my own free time. Therefore, I understand that I will not be paid for any time I spend at CITC and that I will not be covered by workers' compensation in the event of an injury.

I acknowledge that I am at least eighteen (18) years of age, and I fully understand and acknowledge that:

- a) risks and dangers may exist during my participation in the CITC activities and;
- b) my participation in the use of CITC equipment may result in my injury or illness including but not limited to: bodily injury, fractures, dismemberment, or other ailments that could cause serious disability;
- c) these risks and dangers may be caused in whole or in part by the owners, employees, officers or agents of CITC, the negligence of the participants, the negligence of others, accidents, or other causes, foreseeable or unforeseeable; and
- d) by my participation and/or use of CITC equipment, I hereby assume all risks and dangers and all responsibility for any losses and/or damages, whether caused in whole or in part by the negligence or other conduct of the owners, directors, agents, officers, employees of CITC, or by any other person.
- e) I agree to abide by any warning signs posted and I agree to follow the instruction of CITC personnel during my volunteer activities and any use of any equipment at all times.

**I HAVE READ THE ABOVE WAIVER AND RELEASE; I UNDERSTAND IT FULLY AND VOLUNTARILY SIGN IT BELOW.**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**COOK INLET TRIBAL COUNCIL, INC.  
BACKGROUND CHECK INFORMATION QUESTIONS**

**GENERAL INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Social Security Number:  
\_\_\_\_\_

Place of Birth (include City, State and Country): \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Other name/s ever used (Maiden Name, Nickname, etc.): \_\_\_\_\_ Day Phone: \_\_\_\_\_

**BACKGROUND INFORMATION**

Section 231 of the Crime Control Act of 1990 Public Law 101-647 requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted.

Section 408 of the Miscellaneous Indian Legislation Public Law 101-630 requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children.

In addition, Alaska Statutes, Title 12, Code of Criminal Procedures, Chapter 62, Section 160: Release and Use of Criminal Justice Information, grants Cook Inlet Tribal Council, Inc. the right to request your criminal record, if any.

*I certify that my response to these questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment and that I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to Cook Inlet Tribal Council, Inc. and my rights to challenge the accuracy and completeness of any information contained in the report.*

Please respond to each of the questions below:

**1. Have you ever been convicted, imprisoned, on probation, on parole, or arrested for or charged with a crime involving a child?**

Yes  No

(If "yes," indicate the date, explanation of the violation, disposition of the arrest or charge, place of the occurrence, and the name and address of the police department or court involved.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons?**

Yes     No

(If "yes," indicate the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)

---

---

---

**3. Are you now under charges for any violation of law?**

Yes     No

(If "yes," indicate the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)

---

---

---

---

**Employee/Volunteer Signature:** \_\_\_\_\_

## Volunteer Acknowledgement of CITC Policies Form

I have read and understood the CITC policies listed below. I willingly agree to abide by these and all CITC policies and to uphold its standards. I understand that any violation of these policies perpetrated by me will be subject to disciplinary action up to and including the loss of eligibility to volunteer at CITC.

Policies I have reviewed:

- Non-Discrimination & Anti-Harassment
- Alcohol & Drug Free Workplace
- Standards of Conduct
- Weapons

*\*Please note – some policies may make reference to employees and not volunteers. For the purposes of policy adherence, these policies apply to volunteers whether the policy explicitly states “volunteers” or not.*

Volunteer Name:

First: \_\_\_\_\_

Last: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Cook Inlet Tribal Council, Inc.

---

**POLICY: NON-DISCRIMINATION AND  
ANTI-HARASSMENT**

**POLICY NO.: 6.116  
PREVIOUS POL.: 6.515  
EFFECTIVE DATE: Sep 18, 2003  
PREVIOUS DATE: 5/1/99  
APPROVED DATE: Sep 18, 2003**

---

**I. PURPOSE**

To establish Cook Inlet Tribal Council's position on the subject of harassment, to set forth guidelines for handling violations of the policy and to specify the related complaint-handling procedure.

**II. SCOPE**

This policy applies to all CITC employees.

**III. POLICY**

It is the policy of CITC to provide equal opportunity in employment, promotions, wages, benefits and all other privileges, terms, and conditions of employment without regard to race, religion, color, or national origin, or because of age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, parenthood, socio-economic status, language, or status as a Vietnam-era or special disabled veteran. In accordance with federal law, statutory Native or shareholder preferences may however be taken into account. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

It is also the policy of CITC that employees be able to work in an environment free from all forms of discrimination and harassment, including, but not limited to, sexual and gender harassment, religious harassment, racial harassment, and national origin harassment. We consider all forms of harassment to be intimidating misconduct which undermines the integrity of the employment relationship, damages morale, and interferes with work effectiveness. Such conduct, whether by fellow employees, supervisors, clients, or vendors, is prohibited and will not be tolerated.

Harassment on the basis of gender violates CITC policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when such conduct is directed toward an individual because of that individual's gender, and:

- (1) submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of prohibited sexual harassment include:

- unwelcome sexual flirtation or advances
- offering employment, promotions or other benefits in exchange for sexual favors
- making or threatening reprisals for refusing sexual advances
- visual conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes or invitations
- verbal conduct such as derogatory comments; epithets; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual
- physical conduct such as unwanted, suggestive or offensive touching; assault; impeding or blocking movement

Sexual or other forms of harassment of an employee by any CITC employee, supervisor or manager will not be tolerated. Sexual harassment by a non-employee, for example, a customer, vendor or supplier, is also prohibited.

#### IV. **PROCEDURE**

If an employee experiences any job-related harassment or believes that he or she has been treated in an unlawful discriminatory manner, that employee is encouraged to promptly report the matter to their supervisor, the Human Resource Development Office, or to the President/CEO.

On receipt of a complaint, the Human Resource Development Office will undertake an investigation. Should the investigation team determine that the employee was harassed, in violation of this policy, disciplinary action up to and including dismissal will be taken against the offending employee.

CITC prohibits retaliatory action against any employee for filing a good faith complaint under this policy or for assisting in an investigation.

If after investigating a complaint under this policy, CITC finds that the complaint was not made in good faith or that an employee has provided false information about the complaint, disciplinary action may be taken against the employee who filed the bad faith complaint or who gave the false information.

## Cook Inlet Tribal Council, Inc.

---

<b>POLICY: ALCOHOL AND DRUG-FREE WORKPLACE</b>	<b>POLICY NO.:</b>	<b>5.525</b>
	<b>EFFECTIVE DATE:</b>	<b>04/28/14</b>
	<b>PREVIOUS DATE:</b>	<b>04/22/05</b>
	<b>APPROVED DATE:</b>	<b>04/25/14</b>

---

### I. PURPOSE

Cook Inlet Tribal Council, Inc. (CITC) is committed to a work environment which is free from alcohol and drug abuse in support of competent work performance, a healthy quality of life and the future well-being of CITC employees, participants/clients, vendors, contractors and the community.

The purpose of this policy is to maintain an alcohol and drug-free workplace and to comply with the requirements of the Drug-Free Workplace Act of 1988 and AS 23.10.600-699. To the extent this policy is inconsistent with AS 23.10.600 et seq, the statute controls.

### II. SCOPE

This policy applies to all CITC employees, applicants, participants/clients, contractors, and visitors.

### III. POLICY

#### A. General Policy Statement.

1. While employees are working, operating any CITC Vehicle, or present on any premises owned, leased, or rented by CITC they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (including possession of drug paraphernalia); use of a prescription drug belonging to another individual or distribution of any prescription drug of one's own to another is considered a violation of this policy;
  - being under the influence of alcohol or an illegal drug as defined in this policy; and
  - possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Cook Inlet Tribal Council, Inc. will not allow any employee to perform their duties while taking prescribed drugs that adversely affect the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## **B. Drug Testing.**

1. Each employee, as a condition of employment, will be required to participate in post-accident, reasonable suspicion and follow-up testing upon request of management.
2. All testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable.
3. Testing will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer; and a documented chain of custody.
4. All drug-testing information will be maintained in separate confidential records.
5. The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Barbiturates, Benzodiazepines, and Alcohol.
6. Testing for the presence of alcohol or of the metabolites of drugs will be conducted by analysis of breath or urine.
7. Refusal to consent to a test when such test is required will result in disciplinary action, which may include termination.
8. Employees may request a written copy of the test results within six months of the date of the test. CITC will provide the test results to the employee within five business days of the request.
9. Employees who test positive will be allowed the opportunity to provide a legitimate explanation in a confidential setting, such as a physician's prescription, as long as the request is made within 10 working days of being notified of the positive result. CITC will provide this opportunity within 72 hours after receiving the employee's request, or before taking any adverse employment action, whichever is sooner.

## **C. Enforcement.**

1. An employee who engages in such behavior will be subject to immediate disciplinary action, up to and including termination, or, as a condition of continued employment, may be required to successfully complete drug or alcohol abuse counseling or rehabilitation.
2. CITC reserves the right to remove or have removed from the premises any employee, participant/client, vendor, contractor, or visitor who violates Section III.A or III.B of this Policy.

## **D. Off-premise use.**

Cook Inlet Tribal Council reserves the right to take appropriate disciplinary action for drug usage/sale/distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to Human Resources within five

calendar days. Failure to comply will result in disciplinary action, up to and including termination of employment.

**E. Counseling.**

Any employee who wishes to receive information about counseling, rehabilitation and the company's employee assistance program may request the information from the Human Resources Department.

**F. Confidentiality.**

All information received by CITC through the drug-free workplace program is a confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## Cook Inlet Tribal Council, Inc.

---

**POLICY: STANDARDS OF CONDUCT**

**POLICY NO.: 6.505**  
**PREVIOUS POL.: 505**  
**EFFECTIVE DATE: 5/14/10**  
**PREVIOUS DATE: 8/12/04**  
**APPROVED DATE: 5/14/10**

---

### I. **PURPOSE**

To assure safe, efficient and harmonious operations and to fully inform all employees of their responsibilities in this regard.

### II. **SCOPE**

This policy applies to all employees of Cook Inlet Tribal Council, Inc.

### III. **POLICY**

Listed below are some of the rules and regulations of CITC. This list should not be viewed as all-inclusive. Types of behavior and conduct that CITC considers inappropriate and which could lead to disciplinary action up to and including termination of employment, at the sole discretion of CITC, include, but are not limited to, the following:

#### Breaches of Standards of Conduct (Partial List)

- Falsifying employment application, time card, personnel, or other CITC documents or records.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which is unprofessional or may endanger the well-being of any employees or CITC operations.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
- Unauthorized use of CITC material, time, equipment or property.
- Damaging or destroying CITC property through careless or willful acts.
- Conduct which reflects adversely on the Organization.
- Performance which does not meet the requirements of the position.
- Engaging in such other practices as CITC determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of CITC, its employees, or clients.
- Failure to follow fire prevention, safety, or security regulations.

- Failure to abide by the CITC Corporate Code of Conduct and Compliance Plan.
- Violating CITC's nondiscrimination and/or anti-harassment policy.
- Excessive absenteeism or tardiness.
- Reporting to work intoxicated or under the influence of non-prescribed drugs or prescribed drugs that would impair the employee's performance.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- Having firearms or other weapons while at work, on CITC premises, or while on CITC business.
- Violation of CITC's policies.
- Excessive personal phone calls, texting and non-business communicating.
- Possession of obscene, pornographic, or indecent material on CITC premises.
- Conviction of a criminal offense that makes it difficult for the employee to accomplish their assigned tasks or reflects poorly on CITC.
- Acting in a way which does not support teamwork or display disrespectful behavior to colleagues.
- Sleeping on the job.
- Improper conduct with participants.
- Personal involvement in case management, outside the scope of the employee's duties.
- Breaches of participant, employee or company confidential information.
- Other behavior or performance issues that in the opinion of CITC require disciplinary action.
- Other circumstance for which CITC feels that corrective action is warranted.

All CITC employees are at-will. If an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of CITC, or if an employee violated the above or any other CITC policies, rules, or regulations, the employee will be subject to disciplinary action, up to and including dismissal from employment. This list is intended to be representative of the types of activities which may result in corrective action. It is not intended to be a comprehensive list.

## Cook Inlet Tribal Council, Inc.

---

### POLICY: WEAPONS

POLICY NO. 5.545  
EFFECTIVE DATE: 9/23/05  
PREVIOUS DATE: N/A  
SUPERSEDES POL n/a  
APPROVED DATE: 9/23/05

---

#### I. PURPOSE

- To ensure the health, safety and welfare of CITC of employees, clients, visitors, tenants, and other third parties while on CITC property and
- To protect CITC property.

#### II. SCOPE

Applies to all CITC employees, contract workers, clients, visitors, tenants, and other third parties on CITC property.

#### III. DEFINITION

For purposes of this policy definitions are as follows:

**“Property.”** Buildings, facilities, grounds, parking lots, vehicles and other property owned, leased, or rented by CITC.

**“Weapon.”** Any object designed to cause bodily harm, or any replica of such an object whose use is intended to cause bodily harm or is used or worn in a threatening manner if deemed so by staff. Examples include but are not limited to firearms (loaded or unloaded); martial arts weapons; knives; axes, metal knuckles, clubs, tear gas, firecrackers, grenades, explosive/incendiary devices, and toxic or dangerous chemicals. Possession of commercially available non-lethal propellants for the purpose of self protection is permitted, provided that any use of such devices must be justifiable in accordance with applicable laws governing the use of force.

#### IV. POLICY

- A. **Statement.** This policy prohibits the possession by any unauthorized individual, including any individual who possesses a license to carry a concealed weapon, of any firearm or dangerous/deadly weapon or the exhibition of threatening behavior toward another person or persons on any CITC property.

Individuals who are authorized to carry a weapon on CITC property include --

1. an employee or third party contractor who is certified as an armed security guard and is authorized in writing by the CITC President/CEO or
2. a private or public law enforcement officer, displaying a badge and who is certified and required to carry a weapon as a condition of his/her employment on active duty.

Persons who possess weapons in violation of this policy will be required by the CITC Security Officer to remove the weapons and/or themselves from CITC property immediately.

**B. Policy Violations.**

1. Employees who violate this policy shall receive immediate disciplinary action up to and including termination from employment upon investigation of the facts of the incident.
2. Non-employees who violate this policy may be banned from CITC property.
3. Possession of a weapon in violation of federal, state, or local laws will be referred to the appropriate law enforcement authorities and may result in legal sanctions.

**V. Procedures**

**A.** The Safety Officer is responsible for:

1. Oversight to ensure that the weapons policy is strictly adhered to and that
2. All violations be addressed appropriately and reported through the CITC Incident Reporting process (CITC Pol. No. 5.100 Incident Reporting Policy).

**B.** If staff detects an individual in possession of a weapon on the property, they will advise the person of the CITC Weapons Policy prohibiting possession of such item/s and instruct them of the need to remove the weapon/s from the property immediately. If this is not possible due to safety issues, then the staff person is to contact the Safety Officer or Security Officer for assistance or call "911."

**C.** Failure of anyone to comply with the request for removal of a weapon voluntarily from the property will result in the removal of the individual by the CITC Security Officer or appropriate law enforcement authorities.

**D.** Signage will be posted on the building entrance doors indicating that no weapons are allowed in the building or on the grounds with the exception of law enforcement personnel.