



Travel & Performance Expectation Agreement

Tribal Justice Summit: September 12th-14th, 2023

Location: Nome, Alaska

Name of Guest:

Tribe Representing:

By accepting this invitation and travel provided by Kawerak Inc., you agree to attend the entire Tribal Justice Summit and abide by all performance expectations and adhere to Kawerak's Tribal Representative Travel Policy.

Performance Expectations

All individuals traveling to perform business on behalf of Kawerak must conduct themselves in a respectful and dignified manner while engaged in official activities in and out of the region. Conduct must be consistent with the highest standards of courtesy and professional behavior.

Unacceptable conduct includes but is not limited to:

- Unexcused absences.
- Attending the meeting in an intoxicated or impaired state or smelling of alcohol.
- Inappropriate comments directed at Kawerak Inc. or misrepresenting one's official capacity publicly at the meeting, and/or
- Verbally attacking Kawerak staff or other individuals.

Failure to Attend Event

- For Kawerak Employees - Kawerak has the right to recover all travel related costs via payroll deduction if an employee does not attend the event for which they were sent, due to an unexcused absence. Recovery of travel expenses may be prorated if portions of the sessions are missed. Travel expenses will be allowed when a traveler is granted leave due to illness.
- For Non-Kawerak Employees - Kawerak may seek reimbursement for all travel expenses paid by Kawerak. Additionally, Kawerak maintains a list of non-employees who are no longer approved to travel for Kawerak business or functions.

I, the undersigned, understand and agree that I will attend the Tribal Justice Summit and adhere to all performance expectations.

Signature

Date