

## CODE OF CONDUCT POLICY

**1. Policy Inclusions.** The Church code of conduct includes but is not limited to, references and is consistent with, the following key Policies.

- a. The Christian Ten Commandments (Exodus 20:2-17)
- b. The Great Commandments as stated by Jesus (Matt. 22:37-40)
- c. Whistleblower Policy
- d. Nepotism Policy
- e. Conflict of Interest Policy
- f. Harassment Policy
- g. Privacy and Confidentiality Policy
- h. Hospitalized Patient Privacy Policy & Procedures

**2. Personal Conduct.** Each Pastor, Manager, Staff Member, all other employees and volunteers and volunteers must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Church, either expressed or implied. The use of common sense, good ethical standards and discretion will guide employees and volunteers in proper conduct. Failure to maintain reasonable standards is subject to discipline up to and including termination. It is expected that employees and volunteers and volunteers will conduct themselves in a manner consistent with biblical standards, values and character.

**3. Rules of Conduct.** In every organization where many people work together, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all employees and volunteers and enhance the smooth operation of the organization. Employees and volunteers are expected to become familiar with the standards outlined in this Policy and to apply common sense in their daily work performance. The purpose of these rules and polices is to maintain a working environment that protects the safety and dignity of each employee and people attending Church functions without placing unreasonable restrictions on anyone.

Employees and volunteers are expected to model appropriate behavior and conduct both on and off-campus, and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others.

Employees and volunteers are expected to model appropriate language during work time (Ephesians 5:4 – There should be no “obscenity, foolish talk or coarse joking which is out of place”). (I Timothy 6:20, 2 Timothy 2:23)

Employees and volunteers shall maintain appropriate attitudes of concern for other employees and volunteers: Problems concerning employee and volunteer roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move the relevant chain of responsibility. Specifically, employees and volunteers shall respect the integrity and confidences of other employees and volunteers and people attending Church functions. Employees and volunteers are expected to work within their roles as defined.

Following is a partial list of rule violations, provided as examples of behaviors that will result in disciplinary action, up to and including employment separation:

Attendance and Work Schedules:

- a. Deliberately recording another employee's timecard or having another person record your time card.
- b. Leaving your work place before the start of breaks or quitting time.
- c. Repeated tardiness or absence, even though reported.

Attention to Duties:

- a. Being negligent or careless in performing your assigned duties and responsibilities.
- b. Incompetent or inefficient performance of assigned duties and responsibilities.
- c. Conduct that indicates an inattentive or indifferent attitude toward your duties.
- d. Falsification of any written reports or records, including employment application and time cards.
- e. Reporting for work in an unfit condition, including being under the influence of alcohol or other drugs which impair your ability to perform your regular duties and responsibilities and/or which present a hazard to the safety or welfare of yourself or others.
- f. Interference with the work performance of any employee(s) delaying or otherwise impeding work performance, or influencing or attempting to influence others to so interfere.

Accident Prevention:

- a. Failure to observe known or posted safety rules.
- b. Failure to report an injury immediately to your supervisor regardless of how minor it appears to be. Every work area has access to a first aid kit and professional treatment is available when needed.
- c. Horseplay, practical jokes or other activities that may present a hazard to the safety or welfare of yourself or others.

Violation of Religious Beliefs and Principles of the Church:

- a. Dating, or otherwise becoming romantically involved with anyone under legal age.
- b. Engaging in any activity while on Church premises or while engaged in Church business away from Church premises, or which the employee knows or has reason to know will impact upon the lives of any employee or person attending Church, which adversely affects the mission of the Church.

In summary, Christian ethics demand that employees and volunteers act in love and integrity, in confidentiality, and in alignment with the mission/purpose of the Church.

**4. Inappropriate Conduct.** Violation of Church rules and policies may result in an oral warning, a written warning, and/or discharge. There is no requirement that discipline be progressive or that a

warning be given prior to demotion or any disciplinary action, including discharge. Set forth below are some examples of misconduct that will not be tolerated by the Church. (This list is not exhaustive and examples are not listed in order of seriousness):

- a. Falsification of employment records, employment information or other Church records.
- b. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any timesheet, either your own or another employee's.
- c. Theft, deliberate or careless damage or destruction of any Church property or the property of any Elder, employee or volunteer, investor or client.
- d. Provoking a fight or fighting during working hours or on Church property.
- e. Carrying firearms or any other dangerous weapons on Church premises at any time.
- f. Engaging in criminal conduct whether or not related to job performance.
- g. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- h. Using abusive language at any time on Church premises.
- i. Failure to notify a Supervisor when unable to report to work.
- j. Unreported absence of three (3) consecutive scheduled workdays.
- k. Failure to provide a physician's certificate when requested or required to do so.
- l. Sleeping on the job
- m. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working.
- n. Violation of any safety, health, security or Church policies, rules or procedures.
- o. Committing a fraudulent act or a breach of trust under any circumstances.
- p. Unlawful harassment.
- q. Violating the religious beliefs and practices of the Church.

Again, this is merely a list of examples of misconduct. If an employee or volunteer has any doubt about whether certain conduct will constitute misconduct, the employee should ask his/her Supervisor or the Senior Pastor.

**5. Team members conduct.** (Executive Staff, Department, or team of employees and volunteers or volunteers) are to:

- a. Listen carefully to teammates.
- b. Respect the opinion of fellow team members.
- c. Respect and support the majority decisions of the team unless it is in violation of California Law (See Whistleblower Policy).
- d. Participate actively in the team and its efforts.
- e. Strive to do a better job, learning and refining their work.
- f. Keep well informed of development relevant to issues that may come before the team.

- g. Bring to the attention of the team any issues that may have an adverse effect on the organization or those we serve.
- h. Attempt to interpret and convey the needs of all we serve to the staff and interpret the actions of the staff to all we serve.
- i. Recognize that our job is to ensure that the organization is well-managed, not to manage the organization.
- j. Represent all those whom the Church serves and not a particular or interest group.
- k. Consider ourselves a “trustee” of the Church and do our best to ensure that it is well-maintained, financially secure, growing, and always operating in the best interest of our Lord.
- l. Declare conflicts of interest between our personal lives and positions at the Church and abstain from voting when appropriate (see Conflict of Interest Policy).
- m. Respect the privacy and confidentiality of the information with which we come in contact and knowledge (see Privacy and Confidentiality Policy).
- n. Help assure abuse or harassment does not occur and immediately report it if observed (See Harassment Policy).
- o. Criticize fellow team members or their opinions in or out of a meeting environment.
- p. Use the Church for personal advantage or the advantage of friends or relatives.
- q. Discuss the confidential proceeding of any committee, or team outside the meeting environment.
- r. Promise to vote a certain way on any issue before a meeting.
- s. Interfere with the duties of the chain of command or undermine its authority with staff member unless they are in violation of California Law (see Whistleblower Policy).

*These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church’s responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPA as part of the process of developing your policies and procedures.*