



## Croydon Hills Baptist Church Code of Conduct

We, Croydon Hills Baptist Church ('CHBC' or 'church'), commit ourselves to a standard of responsible and ethical behaviour which is expected in our church and will bring honour and glory to God. Our Code of Conduct ('Code') is underpinned by trust and the belief that everyone should be treated with respect and dignity.

This Code gives guidance about what practices (actions) are supported and what practices are not condoned. It describes standards to guide us in our daily church activities. We believe that these standards are already being followed. The aim of this Code is to commit them to writing and to ensure that they are understood and followed by the employees, leaders and volunteers of CHBC.

This Code is not exhaustive and does not foresee every set of circumstances that may arise across the variety of Church events and activities. It values the social, relational and interpersonal safety and wellbeing of people of all ages. The Code also values the role of leaders and mentors by prompting transparent, accountable relationships that promote trust and confidence in the church and its programs.

Honesty, integrity, ethical behaviour, and good judgment are not merely "on-the-job" requirements. CHBC employees, leaders and volunteers are selected based on their commitment to Christ in addition to their particular job skills. A commitment to Christ entails a willingness to be an "ambassador for Christ" (Ephesians 6:20), and living a life "worthy of the Lord" (Colossians 1:10; 1 Thessalonians 2:12) — off the job as well as during business hours.

We commit ourselves to living out these values in all areas of our lives.

### Comply with Legal Requirements

The day-to-day operations of CHBC will comply with all governing laws and regulations by creating and enacting policies and procedures to ensure legal compliance.

### Conflict-of-Interest

Leaders, employees and volunteers who represent CHBC have a duty to act in the best interest of CHBC at all times. What this means is, there is a duty-of-loyalty that supersedes anything that could result in personal gain by avoiding conflicts of interest, or anything that may appear to be a conflict.

### Confidentiality

Church employees, leaders and volunteers will maintain the highest standard of confidentiality and will share sensitive or personal information only in accordance with the law and the CHBC Privacy Policy. This includes information about the internal operations of the church as well as information, both verbal and written about church members and volunteers.

### Be a Good Steward of God's Resources

Church leaders and employees are reminded to be good stewards of the resources of CHBC, whether people, property, time or money. All funds and property received and administered by the church are entrusted to CHBC by God through faithful financial support. The highest degree of stewardship and fiduciary responsibility, as well as compliance with applicable laws, regulations, policies and procedures is expected of all leaders, employees, and members, including the receiving, reporting, and use of funds, property, and time.

### Treat Everyone with Dignity and Respect

Employees, leaders and volunteers should be respectful and treat everyone equally. Each staff member, leader and volunteer should demonstrate respect for the rights of others and be accountable for his or her actions.

A reputation for integrity, fairness, and openness is one of the most difficult assets to earn and one of the easiest to lose. CHBC wishes to maintain the confidence of our pastors, leaders, members, employees, volunteers, lending institutions, suppliers, and other constituencies and stakeholders. In our communication and in our conduct, we will be clear and without deceit, avoiding exaggeration, overstatement, and boastfulness.

### Safe Environment

We will actively promote:

1. A safe environment where abuse of any nature is neither tolerated nor able to take place
2. A safe environment where bullying of any kind is neither tolerated nor able to take place.  
Bullying can include:
  - a. exclusion from a group or activity
  - b. intimidation
  - c. extortion
3. A safe environment where harassment is neither tolerated nor allowed to take place. Harassment is unwelcome conduct whether intended or not which makes another person feel offended, belittled, or threatened which may occur through a single incident or a series of incidents over a period of time. Harassment can include:
  - a. unwelcome physical conduct
  - b. gestures or language that could give offence including unwarranted shouting
  - c. unjustified or unnecessary comments about a person's attributes or abilities.

### Compliance with Policy

Church employees, leaders and volunteers will comply with all policies as set forth by the Leadership of the church.

We commit ourselves to:

1. Conduct ourselves at all times in a manner that honours God and His Church



2. In all financial matters, act with scrupulous honesty and publicly account for all monies handled by us on behalf of others
3. Endeavour to conduct all personal relations in a godly manner, acting with respect, love, integrity and truthfulness toward all those we seek to associate, irrespective of their race, gender, position or religious position
4. Where grievances occur and a resolution is not forthcoming, we will seek additional assistance. We will seek every effort to pursue reconciliation following biblical principles when conflict or division occurs. Issues pertaining to criminal actions, bullying or sexual misconduct will be handled in accordance with Baptist Union of Victoria policies and we will report to the Police as required by law
5. Be diligent in providing each other with information and resources to fulfil our roles and be mindful of the expectations others have of us
6. Be truthful and honest in our communication with each other. We will be willing to share our reflections, concerns and ideas with each other, and
7. Be loyal in our support of each other and other church members. We may express our opinions robustly but understand that once collective decisions have been reached we support the outcomes.

This code is a basic guide for how the church will conduct its business.

While it is hoped and believed that everyone at CHBC will always fulfil these obligations in a manner consistent with all laws, there may come a time when an employee, leader or volunteer believes that the requirements of this Code or the law have not been followed. If an employee, leader or volunteer reports any such conduct to the appropriate authorities, CHBC will not take any adverse action or retaliate against them. Any employee, leader or volunteer who is concerned about the legality of any activity is encouraged to discuss the concern with any member of the Leadership team.

### Review and Acknowledgement

This Code will be reviewed annually by the Leadership Team.

Signed:

(Signature)

(Name)

(Leadership Position)

(Date)