

General Statement of Intent

At Churches of Christ in NSW we are proud of our reputation, ministry practices, ethical and professional standing. We strive for excellence in everything we do and we are aware that we are respected in the community, and that we need to be morally and socially responsible, conducting our business in an open and transparent manner, accountable to the community.

To do this we need to rely on every employee to maintain and model the highest level of integrity. To ensure this the Directors and Executive Management Team are strongly committed to this Code of Conduct.

Employees are accountable not only for their own conduct, but also for that of staff and volunteers under their control, as well as ensuring their peers adhere to the Code of Conduct. **Please note:** The term “**employee**” refers to anyone working for Churches of Christ in NSW, or its Ministry areas. This includes full time, permanent part time employees, contractors, casual staff, consultants and volunteers who assist in daily activities.

If you have any questions, or you are unsure of the intent of this Code of Conduct, you should ask your relevant manager.

Code of Conduct

1. Health and Safety

Churches of Christ in NSW, is committed to creating a working environment for all employees, volunteers and visitors that is free from injury and environmental incidents. We have high expectations for you to take responsibility for your own safety and the safety of other employees, clients and visitors.

2. Governance and Compliance with Regulatory Bodies

Churches of Christ in NSW, has a governance and compliance program that includes ongoing development of policies, procedures, training and reporting. This program is designed to ensure that we conduct all activities to meet the relevant compliance, regulatory and legislative requirements. You are expected to familiarise yourself with the compliance obligations relevant to your area of ministry and ensure you adhere to these obligations.

3. Fair Trading and Compliance with Trade Practices Act

Churches of Christ in NSW, has a Trade Practices compliance program that includes ongoing development of policies, procedures, training and reporting. This program is designed to ensure that we conduct necessary activities appropriately with reference to the necessary compliance guidelines. This ensures fair and responsible interaction with suppliers, customers and competitors alike, without taking undue advantage. You are expected to familiarise yourself with the compliance practices, and then adhere to these requirements.

4. Personal Responsibility

As part of our employee cultural framework, Churches of Christ in NSW expects you to always act fairly, honestly, and in a trustworthy manner when you are performing your duties and dealing with clients, families, customers, suppliers, authorities, competitors and other employees. You must not, intentionally or otherwise, undertake any activity within your capacity that is illegal or unethical that discredits Churches of Christ in NSW. This means we expect you to actively promote compliance with laws, regulations and this Code with your attitude, behaviour and actions.

5. Harassment

Harassment is defined as any behaviour that is unwanted, uninvited, or offensive that makes a person feel humiliated, intimidated or offended. Churches of Christ in NSW is committed to providing an environment that is free from any form of harassment. Churches of Christ in NSW will not tolerate harassment of any kind. This includes sexual, racial, political or physical (including bullying) harassment in verbal, written, electronic or visual form.

6. Equal Opportunity

Churches of Christ in NSW, is an equal opportunity employer. We affirm the rights of men and women from all backgrounds to engage in ministry with us, in the context of our religion and charitable status. We oppose any unlawful discrimination.

7. Conflict of Interest

You must not allow your personal or business interests to conflict with the interests of Churches of Christ in NSW. You are expected to declare any conflicts of interest and conduct all your dealings in an open and transparent manner. If you find yourself in a situation where a personal interest conflicts with the activities of Churches of Christ in NSW, or you are unsure what to do, then you must discuss this with your relevant manager.

8. Confidentiality, Disclosure and Use of Information

You must not disclose any information you obtain about the business and affairs of the organisation, any document, or form of communication capable of visual reproduction provided by the organisation or used in connection with its activities is that organisation's property and must not be removed. While you are at work, you may sometimes come across confidential information about Churches of Christ in NSW, its ministries and activities or a third party. This type of information can cause damage or create a benefit if it is disclosed without authorisation. It should always remain confidential. If you are uncertain about whether you may disclose information, you should contact your relevant manager.

9. Gifts, Benefits and Hospitality

You should not directly or indirectly, ask for gifts, bequests or other benefits from clients, suppliers or any party with whom Churches of Christ in NSW conducts its activities. If you do receive any gift, you must disclose this to your relevant manager, regardless of the value of the gift, to ensure your actions are transparent and to avoid any suggestion of a conflict of interest.

10. Misuse of Organisational Property

You must not use Churches of Christ in NSW's property, funds, resources, equipment or opportunities arising from these items for your own benefit. Churches of Christ property includes material that you produce while you are at work, for example, Churches of Christ owns any electronic data or intellectual property created using Churches of Christ in NSW resources and organisational time. Churches of Christ in NSW views the unauthorised sale, use, loan, removal, donation or wilful damage of organisational property as serious misconduct.

11. Email and Internet Usage

Churches of Christ in NSW, continuously monitors and records employees' internet usage at work. This is for security and network management reasons. We have the capacity to trace all email messages you send and all internet sites you access. It is unacceptable to visit internet sites that contain pornographic, obscene, objectionable or defamatory material or send emails containing such materials. This includes materials that may harass, victimise or intimidate another person.

12. Drugs and Alcohol

You must not be impaired by drugs or alcohol while at work, in control of an organisational vehicle or conducting organisational business. You must not possess, transfer or use illegal substances on organisational premises, or at organisational functions.

13. Environment

Churches of Christ in NSW, expects you to comply with all laws, regulations and standards that are in place to protect the environment. You must also try to minimise any harm to the environment when laws are not adequate or specific.

14. Surveillance

Surveillance is conducted solely for security purposes and personal safety reasons. Close circuit television (CCTV) cameras are used in various locations throughout the organisation and these areas are clearly marked with appropriate signage. Computer monitoring and tracking also occurs as mentioned under email and internet usage. You need to be aware of these types of surveillance within the workplace and organisation generally as they are continuous in nature.

15. Public Statements

You must not make any public statements about Churches of Christ in NSW or its ministries and agencies without approval from the Executive Ministry Director or the Executive Management Team. This includes public speaking engagements and conversations with the media.

16. Breaches of this Code

Churches of Christ in NSW, expects you to behave in a manner consistent with this Code in your daily work, literally, ethically and morally. We view breaches of the Code seriously, and will take disciplinary action, which may include dismissal for serious misconduct. Please note: no disciplinary action will be taken until after the breach has been properly investigated and the employee concerned has had an opportunity to provide a response.

17. Reporting Breaches

Churches of Christ in NSW, encourages all employees to report breaches of this code, but this code is not to be used maliciously or mischievously. Provided you are acting in good faith, there will be no retaliation against you, nor will you be disadvantaged in any way for reporting the breach. As indicated, the organisation will investigate the complaint promptly and fairly.

Report any breach of this code to your relevant Manager, a Senior Manager or a Director. All reports of any breach will be reported to the Human Resources Manager and will become the beginning of a documented internal review process.

Thank you for your commitment to and support of this Code of Conduct and the value it represents to us at Churches of Christ.

Andrew Ball
Executive Ministry Director
July 2009

Agreement

I, _____ have read, understood and will
adhere to the Code of Conduct.

Signature:

Date: