



Code of Conduct - Agreement

Adopted by Elders/Committee of Tuggeranong Baptist Church
Incorporated on 14 June 2021

1. Relationships

As a staff member or volunteer, I will seek to nurture healthy relationships characterised by:

- treating others with respect;
- loving and caring for my family (including paying attention to the effect of ministry on them);
- seeking to be accountable to others at all times;
- co-operating with other staff and volunteers;
- treating every program participant fairly and equitably; and
- seeking help from the Safe Church Team or a Pastor when I am out of my depth, or when I do not possess the required skill set in difficult pastoral situations (such as helping a victim of abuse, or a person who needs professional counselling).

2. Behaviours

As a volunteer of the Church, I understand the expectations on me are to:

- a) uphold, support and abide by the *Safe Church Policy*;
- b) respond respectfully to reasonable directions from ministry leaders;
- c) communicate with integrity, including wise and accountable use of electronic communication, including in accordance with *Guidelines for Activities with Children and Young People*;
- d) act with integrity and respect for all individuals;
- e) not knowingly make false, misleading, or deceptive statements;
- f) not engage in bullying, harassment, emotional abuse, verbal abuse, spiritual abuse, physical abuse, sexual abuse, of any person including my own family;
- g) not act physically violently or intentionally provoke violence;
- h) not disclose any confidential information without the consent of the person providing the information, except where required by law;
- i) report potential concerns about misconduct and/or abuse to the Safe Church Team;
- j) disclose all relevant information when completing the *Screening Check Questionnaire* if not already done so;
- k) disclose to the Safe Church Team if I am investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context; and

- l) comply with the *Safe Church Policy* in the execution of my role including but not limited the following Church policies and procedures:
 - (i) Privacy Policy,
 - (ii) Financial Policy and Procedures,
 - (iii) Money handling guidelines for leaders,
 - (iv) Procedure for organising an event,
 - (v) Procedure for introducing a new group/ministry, and
 - (vi) Procedure for use of building space.

3. I understand that, an appropriate leader will hold me accountable to this code in the context of my role, and support me with any issues.

4. I understand that if there is a serious complaint against me relating to Code of Conduct:

- a) and it is a plausible complaint relating to Child Sexual Abuse or Sexual Misconduct involving a child, the Church may ask me to step aside from my duties, and I will, while the complaint is being considered; and/or
- b) if the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse) it will be reported to relevant government authorities in accordance with relevant legal requirements; and/or
- c) I-will be asked to participate in any process initiated under *the Procedure for Resolving Conflict, Procedure for Handling Complaints against Staff and Volunteers* and/or *Procedure for Responding to Child Protection Concerns* and acknowledge that the outcomes of any such process may include termination of my employment/engagement as a staff member or volunteer with the Church.

I, _____ have read, understand, and agree to make every effort to uphold the Leader Level Volunteer Code of Conduct. Applicant Signature: Applicant will be asked to sign or type their name as a digital signature.

Date: _____

NOTE: the volunteer should receive a copy of this Code of Conduct and the Church should retain the signed and dated copy of the Code of Conduct for at least 45 years.