



Code of Conduct

Adopted by Elders/Committee of Tuggeranong Baptist Church Incorporated on 16 September 2020

Purpose

The Church is committed to creating safe spaces where people can be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual and emotional abuse.

As part of this commitment, staff and volunteers over the age of 16 are required to sign and abide by this *Code of Conduct*.

The *Code of Conduct* sets out the following:

- the ministry commitments of staff and volunteers
- minimum behavioural standards and appropriate boundaries required of staff and volunteers
- the obligation of staff and volunteers to comply with Safe Church Policy and Procedures
- the obligation of staff and volunteers to comply with identified church policies and procedures and with legislation, policies and procedures relevant to their role or ministry
- the steps to be taken in the event of a potential breach of this Code.

The *Code of Conduct* seeks to reflect the biblical call to godliness and faithfulness in ministry (eg/ 1 Timothy 3) but it is not intended as a replacement for the Bible as a fundamental guide for faith and practice.

Scope

The *Code of Conduct* applies to all staff and volunteers aged 16 and over.

The Code of Conduct should be read in conjunction with the Safe Church Policy and:

- *Procedure for Staff and Volunteers*
- *Procedure for Responding to Child Protection Concerns*
- *Procedure for Handling Complaints against Staff and Volunteers*
- *Procedure for Conflict Resolution*
- *Membership at Tuggeranong Baptist Church Incorporated description*
- *Tuggeranong Baptist Church Incorporated policies and procedures*

1. Relationships

All staff and volunteers will seek to nurture healthy relationships that:

- treat others with respect,
- love and care for your family (including paying attention to the effect of ministry on them),
- seek to be accountable to others at all times,
- co-operates with other staff and volunteers,
- treats every program participant fairly and equitably,
- seek help from the Safe Church Team or a Pastor when out of their depth, or when they 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

All staff and volunteers will seek to nurture healthy relationships that:

- 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 disclose any confidential information without the consent of the person providing the information, except where required by law.
- f) Report potential concerns about misconduct and/or abuse to the Safe Church Team.
- g) Disclose all relevant information when completing the *Screening Check Questionnaire* if not already done so.
- h) Disclose to the Safe Church Team if investigated for any criminal offences or have any knowledge of serious unlawful activity within the church context.
- i) Comply with the *Safe Church Policy* in the execution of my role including but not limited to 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
 - (vi) Procedure for use of building space

3. Complaints about breaches of the Code

In the event that an employee or volunteer is subject to a potential breach of the Code of Conduct:

- a) The employee or volunteer may be asked to step aside from further duties while the complaint is being considered.
- b) If the complaint relates to serious misconduct and/or abuse (including Child Sexual Abuse), the incident will be reported to relevant government authorities in accordance with relevant legal requirements for disclosure.
- c) The employee or volunteer agrees 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*.

I, _____ have read, and agree to be bound by and uphold, the Staff and Volunteer Code of Conduct.

Signature

Date

NOTE: the staff member or 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.