



CODE OF CONDUCT¹

STATEMENT

As followers and ambassadors of Jesus Christ, we want everyone representing the Christ Church Network to conduct themselves in a way that reflects a Christ-like character. This Code of Conduct sets out minimum standards of personal and professional conduct for all employees and volunteers of the Network. Any allegation or instance of conduct contrary to this Code will be taken very seriously and may result in disciplinary action being taken.

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1. All employees and volunteers are required to:

- 1.1 deal fairly and honestly with colleagues and the public at large
- 1.2 be loyal to, and positively promote, the reputation, integrity and aims of the Network, avoiding any act which may bring the organisation into disrepute or result in the disclosure of confidential information
- 1.3 act within the law and within any statutory or regulatory codes relevant to the work practices of the Network and, where relevant, of partner organisations
- 1.4 act in accordance with the policies and procedures of the Network and (where relevant) any partner organisation within which the employee/volunteer is based
- 1.5 ensure that all Health and Safety policies and rules are adopted and take reasonable care to ensure their own health and safety at work and that of others with whom they are working
- 1.6 declare any personal interest which might conflict with, or be seen by others to affect, their ability to perform their duties fairly and impartially
- 1.7 treat all information relating to projects, studies and individuals they are working with in the Network and (where relevant) the partner organisation they are based with, as strictly private and confidential
- 1.8 work to the same high standards with all people
- 1.9 refuse gifts or money that have been offered as a result of their position with the Network, unless agreed by their line manager

¹ The Christ Church Network is the operating name of the Newland Christian Trust: a Christian charity (1101648) and Limited Company (04976143)

- 1.10 refuse to discuss or share information given in confidence, except, where appropriate, with colleagues
- 1.11 be responsible for the security of all personal and work environments where IT information is processed or stored.
- 2. While working with colleagues, employees/volunteers are:**
 - 2.1 personally responsible for their own behaviour, attitudes, and working relationships
 - 2.2 responsible for finding a way of working constructively with colleagues. If he/she is finding this difficult they have a responsibility to take action to seek help
 - 2.3 responsible for treating all colleagues with courtesy, respect and tolerance and a right to receive such treatment themselves.
- 3. If complaining about colleagues, employees/volunteers must:**
 - 3.1 have a responsibility to behave appropriately themselves and to refuse to tolerate inappropriate behaviour in the workplace. In the first instance this may involve them challenging the colleague involved and asking him/her to stop the behaviour. If this does not work, or is not felt to be appropriate, the issue should be reported to an appropriate manager or Elder.
 - 3.2 note and abide by the following:
 - where an employee/volunteer has a concern about a colleague which is related to serious professional misconduct, including dangerous or illegal behaviour, these concerns must always be reported urgently and directly to their line manager and, where necessary, to the appropriate authorities
 - under no circumstances is it appropriate to discuss complaints about a colleague with anyone other than that colleague and/or the appropriate line manager
 - all complaints about colleagues which cannot be settled informally between employees will be dealt with through the Network's Grievance policy.
- 4. Inappropriate behaviour**
 - 4.1 Inappropriate behaviour of any kind is completely unacceptable and may lead to disciplinary action being taken (see Disciplinary and Grievance policies).

Inappropriate behaviour includes, but is not limited to:

 - bringing the Network into disrepute
 - a criminal offence outside work which may prejudicially affect the reputation of the Network or which may reflect upon the employee's/volunteer's suitability to do their job
 - damage or misuse of the Network's property or funds
 - knowingly or falsely claiming expenses
 - dishonest or immoral behaviour
 - reporting for work under the influence of alcohol or prohibited drugs
 - conduct which amounts to a serious act of insubordination

- negligence which causes, or is likely to have caused, unacceptable loss, damage or injury
- rude, threatening or violent behaviour towards another employee/volunteer, Network supporter or contact, or member of the public.

Reviewed May 2022

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