

CODE OF CONDUCT

Context

The Alliance is committed to its staff, to their development both professionally and spiritually and has a 'duty of care' towards each member of the team. The Alliance is committed to act in all circumstances with compassion, grace and pastoral concern. Members of staff are encouraged to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this code of conduct

Scope

This document is used at recruitment and selection stage for new entrants and forms part of the application pack sent to those interested in applying for vacancies at the Alliance. Applicants will be asked to confirm that they are happy to abide by the code of conduct as part of the recruitment process.

It also forms the basis of an understanding of behaviour and expectation of one another for all staff working at the Alliance.

Roles which have significant leadership or representative responsibilities, or that are central to fulfilling the aims and purposes or developing and maintaining our Christian ethos, will always be held by evangelical Christians. This is further developed in our equal opportunities justifiability policy.

Policy

As a result of our shared beliefs and values the following are examples of behaviours we would expect to find within the staff team at the Alliance:

- Willingness to give account of a living faith in Jesus Christ within settings and context appropriate to day to day responsibilities*
- Regular commitment and participation in the life of a local church*
- The treatment of one another with grace, respect, courtesy, politeness, forgiveness and self- control as well as justice, integrity and truth: living out the Alliance's values both in behaviour and in tone of communication
- Honesty and co-operation in our interactions, timekeeping and work practice
Respect for authority and diversity as people working together
- Commitment to good stewardship of the Alliance's finance and resources

**Where posts have been identified as not requiring someone to have an occupational requirement/expressed Christian commitment, it is recognised that there will be specific criteria in this policy which are not applicable as asterisked above.*

Should a difficult situation develop, the Alliance is committed to act, in all situations, with compassion, grace and pastoral concern, and make decisions based on these.

Such issues may be as the result of an incapacity or an error of judgement rather than lifestyle choice or pre-determined behavioural choice and the Alliance undertakes to respond, encouraging restoration.

It is recognised that the Bible outlines specific behaviours as fundamental and in situations where these may have been contravened, the Alliance would act in accordance with its disciplinary procedure within a context of grace and compassion.

The use of disciplinary procedures should always be viewed as a last resort. In no way do they exempt the Alliance from making every possible effort to guide the honest pursuit of truth, to encourage wholesome approaches to sexuality, to support stable family life or to model good working relationships that convey respect for people and property.

As with any disciplinary investigation, employees will be treated within a context of grace and compassion while time is taken to consider the circumstances of the situation including:

- The severity of the perceived misconduct
- Whether the incident is a 'one-off' or part of repeated behaviour or lifestyle Any mitigating circumstances e.g. personal issues
- The position of trust of the employee within the Alliance
- The particular duties of the employee i.e. representational, visibility in the evangelical constituency Christian maturity and understanding
- The treatment of similar instances of misconduct by other employees The employee's length of service
- The extent of any 'live' disciplinary warnings Evidence of regret

The following is a non-exhaustive list of matters which are considered to be gross misconduct and which would normally result in dismissal:

- Any action constituting a serious criminal offence
- Theft, fraud, forgery, deliberate falsification or failure to complete records or misrepresentation to the advantage of oneself or others.
- Serious breach of the Alliance's equal opportunities policy
- Harassment of any kind particularly sexual, racial, religious or gender related (see separate harassment policy)
- Bullying of any kind
- The deliberate viewing or circulation of pornographic material or other similarly offensive materials Breach of trust
- Abuse e.g. sexual, racial, alcohol, drug or substance

- Disregard for safety precautions thereby endangering oneself and others
- Sexual activity outside of heterosexual marriage
- The repeated use of blasphemy or sexual innuendoes
- Involvement in the occult
- Membership of a group who could oppose the Alliance's Basis of Faith or expressing views which are contrary to that Basis of Faith.
- Activity which causes reputational damage to the organisation.

Inappropriate conduct outside work

There may be instances where inappropriate conduct outside of formal working hours may necessitate disciplinary action. Such issues may be as the result of an incapacity or an error of judgement rather than lifestyle choice or pre-determined behavioural choice and the Alliance undertakes to respond, encouraging restoration.

As with any disciplinary investigation, employees will be treated within a context of grace and compassion while time is taken to consider the circumstances of the situation in the same way as a situation arising at work

- Such instances of inappropriate conduct outside of formal working hours is as following although not an exhaustive list:
- Where it relates to a serious criminal offence
- Where it renders the employee unsuitable for the type of work they do e.g. someone who works with children found guilty of child abuse
- Where it leads to a breach of mutual trust between employer and employee e.g. accountant found guilty of fraud
- Where it is damaging to the reputation of the organisation e.g. a member of staff openly having a sexual relationship outside of heterosexual marriage
- Where it affects the performance of the employee in their particular role e.g. a driver who loses his/her licence where driving is an essential occupational requirement

It is understood that while every member of staff is vulnerable to behaviour which contravenes that laid out in Scripture, our desire as an organisation is to inspire, encourage and build one another up in the faith in order to honour, obey and glorify God in our work.

This code of conduct seeks to facilitate this aim in compliance with biblical precepts as agreed by the trustees of the Evangelical Alliance in the Basis of Faith, and by expressing Christian behaviours in the context primarily of employment.

