

Code of Conduct

This code applies to staff/employees, pastors, Local Church Executive Committee (LCEC) members, members of any GMC ministry/committee and volunteers (each defined as “designated person”) of Grace Methodist Church (GMC).

A code of conduct for designated persons defines the **standards of behaviour** expected of such person in order to ensure that:

- GMC is effective, open, accountable and reputable;
- Designated persons have productive and supportive relationships with other designated persons and any other persons who interact with the GMC.

All designated persons should read and comply with this code.

All designated persons should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their contract of employment, terms of reference, and/or job description (as applicable) to a satisfactory standard;
- Performing their duties to the best of their ability in a safe, efficient and competent way;
- Following GMC’s policies and procedures as well as any instructions and directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Acting in a way that is in line with the purpose and values of GMC and that enhances the work of GMC;
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with GMC;
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them;
- Reporting any health and safety concerns even if it is not within their area of responsibility;
- Raising concerns about possible wrongdoing in the workplace, in line with GMC’s whistleblowing policy;
- Directing any questions regarding GMC ’s policies, procedures, support or supervision to their line manager/supervisor;
- Addressing any issues or difficulties about any aspect of their role or how they are managed professionally and respectfully;
- Keeping confidential matters confidential, or disseminating on a restricted/need to basis and reminding recipient the confidentiality obligation;
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their employment/term with GMC, returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of GMC;
- Declaring any interests, as soon as practicable, that may conflict with their work or the work of GMC (e.g. other business interests or employment). For the annual declaration, a nil return is required. If any doubt arises as to what constitutes a conflict of interest, the designated persons may seek guidance from Governance Committee;
- Undertaking relevant training to maintain and improve knowledge, skills and work practices;
- Complying with Charity Act 1994 (in particular, Section 28 and 29).

Designated persons are expected NOT to:

- Bring GMC into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race);
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours;
- Provide a false or misleading statement, declaration, document, record or claim in respect of GMC or other designated persons;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them;
- Engage in illegal activity in the workplace;
- Improperly disclose, during or after their employment with GMC, confidential information gained in the course of their work;
- Seek or accept gifts, rewards, benefits or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. (NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined, and should be reported to the church office. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. If any doubt arises as to what constitutes a modest token, designated persons may seek guidance from Governance Committee.

Where a designated person is found to be in breach of the standards outlined in this code, this may result in disciplinary action up to and including removal/dismissal.

Policy owner/review period

The Governance Committee is the owner and shall review this policy periodically.

Approved by LCEC on: 23 April 2023
Effective from: 23 April 2023