

POLICY STATEMENT

Code of Conduct

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Issued By: Derrin Kerr

Approval

This policy has been approved by the Senior Pastor and Leadership of Oasis. References to the policy may be included in information we provide to visitors, church members, church employees, and those whom we serve in the local community.

Enquiries

If you have any enquiries about the content or operation of this policy, please contact the church Administration Manager (oasischurchreception@gmail.com).

Code of Conduct

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1. Introduction

1.1 Vision Statement

Oasis New Life Centre (ONLC) is responsible for the provision of a wide variety of ministry and services within the church and the local community. We are a multi-location church that aims to be a spiritual oasis to all who thirst by promoting new life in Jesus Christ. We desire to be a church that:

- Puts God first in everything.
- Is committed to an atmosphere of faith.
- Desires to see the salvation of our community.
- Serves one another in love.
- Encourages people to reach their potential and live their dreams.
- Has influence in our region.
- Conveys a message of Faith, Hope & Love (Mark 12:31, 1 Corinthians 13:13).

1.2 Core Values

Our ONLC core values are as follows:

- Families – A church for the whole family.
- Music – To have great music / worship that brings the presence of God.
- People Involvement – A church committed to maturity through discipleship, people discovering gifts and talents, finding their place and fulfilling their destiny.
- Fun – Church is where we want to be not where we have to be.
- Community Care – Considering the needs of our community and meeting them practically and spiritually.

1.3. Purpose

This code of conduct applies to office holders, employees, volunteers and people acting on behalf of ONLC (referred to herein as “church representatives”) and provides guidance on the ethical standards expected of us, whether at work or in our private lives. The purpose of this code of conduct is to articulate the ethical and professional standards associated with fulfilling our vision statement, including its core values, representing ONLC within the community, conducting ourselves with our various ministry areas and as Christ’s ambassadors, living lives that are glorifying to God. Essentially, behaviours outlined in this document reflect the conduct that is required of us relating to all people with whom we come into contact.

Adherence to this code of conduct is a mandatory condition of our employment and / or volunteer position within the church. People who do not understand their related obligations should talk to their supervisor or ministry leader about it. Each person needs to be aware of their legal and regulatory requirements, as well as the behavioural standards required as representatives of the church. A breach of these standards may result in disciplinary action being taken by the church, particularly with destructive or abusive behaviour is involved.

For credentialed pastoral staff, this code of conduct works in conjunction with the mandatory standards associated with the Australian Christian Churches. In addition, more detailed and

specific obligations and behaviours may be outlined and agreed to in individual contracts, personal performance agreements or departmental guidance documents.

2. Personal Standards

The standards set out below have been developed as a guide to appropriate conduct for church representatives. The framework on which they are based combines the core values from the Australian Christian Church (ACC) movement with basic ethical principles and relevant laws and regulations.

2.1 Legal Responsibility

As an ONLC church representative, you should be aware of and comply fully with all guidance documentation and legislative obligations, as may apply within the church and by virtue of Commonwealth, State and Local Government laws and regulations. All illegal activities will be reported to the appropriate authorities.

2.2 Courtesy

You should aim to be responsive and courteous with people and be fair when dealing with others and making decisions, treating people justly, including members of the congregation, those we serve in the community and those who may relate to us professionally.

2.3 Honesty / Integrity

As an ONLC church representative, you are in a position of trust. As others may perceive our ethical behaviours as a representation of the church itself, we aim to have high standards of personal honesty and integrity. In respect to this you should:

- Be honest in your dealings with other people.
- Declare any conflicts of interests, perceived or actual.
- Observe procedural correctness and fairness.
- Communicate with integrity, including the wise and accountable use of electronic communication.
- Be faithful to roster / ministry commitments, training requirements, team meetings and policy requirements.
- If a volunteer, not seek financial gain from your church role.
- Not take the property of others, including their intellectual property.
- Acknowledge when you do not possess the required skill set in a difficult pastoral situation and be willing to seek help from a pastor or team leader.

2.4 Diligence

Church representatives must carry out their duties in an efficient, effective and professional manner. As a church, we actively pursue excellence in all we do, ensuring the health, safety and security of the environment in which we work. At ONLC we observe health, safety and welfare issues, protecting others and ourselves. This includes creating an environment that is free of harassment and discrimination. For further information please refer to our Work Health & Safety Policy.

2.5 Respect

As a church representative, you are expected to show respect for the vision and authority of the senior pastor and the senior leadership team by maintaining a positive outlook when communicating with church partners and the general public concerning church business and activities. It is your responsibility to help the church to grow, not to help tear it down. Church representatives are also required to show respect for church property and for other people's personal belongings. All theft will be reported to the appropriate authorities.

2.6 Stewardship

Church representatives will manage resources effectively and efficiently, ensuring that they are only used for legitimate church purposes. You will not provide false or misleading information and will not act outside the parameters of our allocated responsibilities and will demonstrate integrity in our financial dealings.

2.7 Confidentiality

You will maintain the highest standard of confidentiality and will share sensitive information only with those who have a need to know. This includes information about the internal operations of the church as well as information about church members and volunteers.

2.8 Privacy

As a church representative you will not share another person's private information, such as phone numbers and residential addresses, without prior consent from the individual. You should always provide, to the best of our knowledge and ability, correct information and advice. In doing so, you should take account of our individual authority to give the requested information and advice, the need for the enquirer to receive it, and the sensitivity of the information in regard to its possible use. As well as obligations that will apply in relation to external legal and regulatory standards, the church has a Privacy Policy that outlines how we should manage information and respect the privacy of individuals.

2.9 Proactive Communication

You should take measures to proactively communicate information that would benefit others and improve the church or work experience.

3. Compliance with Policy

Church representatives should have fully read and comply with all policies relevant to their involvement at Oasis New Life Centre. All volunteers should complete the Volunteers Workers Agreement before undertaking volunteer work at Oasis. If your duties involve contact with children or young people, you will be bound by the church's relevant Child Protection arrangements. These are consistent with relevant state laws. Please consult your team leader and / or pastor if you are unsure as to which policies relate to your level of involvement at Oasis.

4. Media Engagement

All queries from media concerning Oasis should be passed on to the senior pastor. In respect to media, church representatives should not communicate any information concerning the church unless specific approval has been given by the senior pastor to do so. It's important to understand that there may be legal consequences for the church and for us as individuals if we provide incorrect or inappropriate information or advice. Oasis has a procedural statement for appropriate interaction with the media that is followed in media interaction.

5. Conflicts of Interest

People involved as office holders or volunteers at the church come from a very broad range of business, professional and family involvements outside the church. This is appropriate, however, it is important to avoid both the perception of a conflict of interest and an actual conflict of interest. A conflict of interest arises when you could be influenced, or a reasonable person would perceive that you could be influenced, by a personal interest when carrying out your duties. A conflict could be an external interest or involvement that could, or could be seen to, adversely affect your judgement in decision-making or performance of your duties at the church.

Any conflict between your interests and those of the church must be resolved to the satisfaction of the church leadership. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation. If you believe that you have a conflict of interest, or a possible conflict of interest, it is advisable to discuss it with your ministry leader or the Senior Pastor. If you disclose the conflict of interest immediately, appropriate action can be taken to ensure that you are not placed in a situation where someone can accuse you of not acting properly or in the church's interests.

Potential conflicts may arise from financial and non-financial interests and activities, political activities, acceptance of gifts, hospitality, or other benefits. These matters are not always crystal clear, so you should seek guidance where there are uncertainties or questions.

6. Church Facilities

The church's facilities (e.g. property/buildings, documents, files, motor vehicles, equipment, resources, etc) must be used for their intended or approved purpose only. We have a responsibility to manage and maintain our facilities efficiently and effectively.

You are required to always obtain permission before using church facilities. The church's communications facilities, including telephone, computers and internet access, must be used responsibly. There are separate and specific policies and guidelines in relation to use of information technology and the internet.

7. Public Comment on Political and Social Issues

You are not precluded from having and expressing personal views on political and social issues, however you must not make public comment on these issues where it might be misinterpreted as reflecting the views of the church.

8. Intellectual Property

For employees, the church retains intellectual property rights over the work you produce during your employment, unless an alternative arrangement has been negotiated in advance and documented in writing as part of your employment agreement. If you have questions about these arrangements, please speak to the administration manager.

9. Non-Discrimination and a Harassment Free Workplace

The church is conscious of its obligations in relation to providing a supportive environment for its staff, volunteers, and for those we serve. These obligations include both legislative obligations and the guidance of scripture. The church will not accept or condone behaviour where discrimination is based upon standards not relevant to the functions or job an individual may perform, or which is inconsistent with the philosophy or beliefs of the church as stated in our constitution. Workplace harassment is unacceptable.

If you feel that you have been the subject of inappropriate behaviour in relation to possible discrimination or harassment, you should bring that to the attention of a senior church representative. Early identification of issues and provision of impartial support usually resolves matters quickly.

10. Work Health and Safety

You should be aware of our obligations under work health and safety legislation to maintain a healthy and safe workplace. This means observing relevant work health and safety requirements and acting to remove or bring to our supervisor's or ministry leader's attention any situation that is, or may be, a health or safety hazard. The church has a separate policy and detailed guidelines in relation to Work Health & Safety.

11. Alcohol, Tobacco and Other Drugs

The church is, by law, a smoke free workplace and environment. Additionally, as representatives of the church involved in ministry, employment or volunteer roles, you should be aware that the requirement of the church is that you do not consume alcohol or tobacco on the church premises, or at any church function. The use of any illegal substances is strictly prohibited and is subject to immediate disciplinary action. Where the church becomes aware of such use, it will report it to the appropriate authorities. Misuse of over-the-counter or prescription drugs is also prohibited.

12. Identifying and Reporting Risks

The church has a separate Risk Management Plan and Strategy. The range of ministry outreaches and services in a church environment results in a range of risk exposures. You are obliged to report any matters of perceived risk to the church. This includes behaviour that appears to violate any law, rule or regulation, represents gross mismanagement, or may be a danger to public health or safety.

The church has an obligation to report all suspected instances of fraud. It is important to note that if you become aware of unethical behaviour but fail to report it, we may be seen as being

a party to the offence. You will always be protected against victimisation or discrimination for such reporting, providing your claim is reasonable and you have reported the matter to an appropriate person. This may be your ministry leader, the administration manager or the senior pastor.

13. Complaints and Other Disputes

A report of unethical behaviour, or any other complaint, is preferably dealt with internally. In the first instance, this means referring it to the attention of your ministry leader or the administration manager. Oasis has a procedural statement for resolving conflict that you can access if required.

14. Further Information

There are many resources available should you be unsure about the behaviour required of you as a representative of the church. Please ask your supervisor or leader if more information is required.