



bringing hope to a young generation

Brisbane Office
800 Kingsford Smith Drive
PO Box 1167
Eagle Farm Qld 4009

t 07 3632 2222
f 07 3632 2299
e info@suqld.org.au



CODE OF CONDUCT POLICY - NON-CHAPLAINCY

1.2 CODE OF CONDUCT – NON CHAPLAINCY

DOCUMENT CONTROL SUMMARY	
POLICY NUMBER:	1.2
DATE CREATED:	
REVISION DATE:	24 January 2008
AUTHOR:	Melissa Weir, HR Manager
PAGES:	Page 1 of 6
FILENAME:	1.2 Code of Conduct - Non Chaplaincy

school chaplaincy

camps

training

resources

community outreach

at risk youth



Scripture Union Queensland is a member of the worldwide Scripture Union International community

CODE OF CONDUCT FOR SU QLD STAFF

1. WHAT IS A CODE OF CONDUCT?

SU Qld is responsible for the provision of a wide variety of services within the community in Queensland. It is expected that all staff will conduct themselves in a way that honours the moral, ethical and social standard of the organisation and respects the members of the community with whom we interact. In order to achieve this, a Code of Conduct has been established to provide guidance as to the way employees should behave when engaged in activities relating to SU Qld.

1.1. Aims of the Code

The Code aims to:

- Inform employees of the standards of behaviour SU Qld expects from you;
- Provide a framework for employees behaviour in the workplace;
- Outline employees responsibilities to the Queensland community;
- Notify employees of their duty to report any breaches of the Code.

1.2. Who is covered by the Code?

This Policy applies to all non-chaplaincy employees, contractors and volunteers of SU Qld whether full time, part time or casual, of any level of seniority.

1.3. Organisational Values

The way you behave in the workplace reflects your commitment to the values on which SU Qld has built the organisation. The standards set out in the Code are closely aligned with SU Qld's core values and goals.

Our mission is

'To engage children and young people with Jesus, the Bible and the local church'.

Our vision is

'To see young lives transformed by Jesus Christ and His Word through the ministry of empowered Christians from local churches working in teams within every school and community.'

This vision can only be realised through you promoting the organisation's core values in your work and in your dealings with all members of the community.

SU Qld's core values are:

1. The transforming power of God's word and prayer (2 Timothy 3:16-17).
2. The place of children and young people in the Kingdom of God (Matthew 19:13-14).
3. An holistic approach to mission (Colossians 1:15-22).
4. Engaging people with the gospel through the context of relationship (1 Thessalonians 2:8).
5. Empowering people to develop their full potential in Christ (2 Timothy 2:2).
6. Partnership for the sake of the Kingdom (John 17:23).
7. Best practice in ministry (1 Corinthians 14:40).

1.4. Aims, Beliefs and Working Principles

SU Qld employees must agree to and operate under the SU Statement of Aims, Beliefs and Working Principles. This document forms the basis of who we are and how we operate. A full copy of this document is available from the SU website.

2. ADHERING TO THE CODE

The SU Qld Code of Conduct represents a commitment to ethical and fair behaviour in the organisational environment. It is the responsibility of all employees to uphold this commitment and abide by the standards set out in the Code.

2.1. Duty to our Stakeholders

We all have a duty to our stakeholders to behave responsibly and ethically.

2.1.1. Responsibility to the Community

We are committed to providing a service of a high quality and standard to our community.

2.1.2. Responsibility to Colleagues

Our colleagues can expect us to be fair, honest and respectful. Our work will be of a high standard and we will meet our duties and responsibilities.

2.2. Policy Breaches

Anyone who breaches the SU Qld Code of Conduct faces disciplinary action. This may include dismissal or legal action. You should report any actual or suspected breaches of this policy to your supervisor, the CEO or the Human Resource Manager.

3. OUR STANDARDS

The standards set out below have been developed as a guide to appropriate conduct in the work environment. The framework on which they are based combines SU Qld's core values with basic ethical principles and relevant laws and regulations.

The Code is supported by other organisational policies and procedures that will be referenced in the standards. You are encouraged to consult these documents for further detail.

3.1. Personal Behaviour

- SU Qld employees are expected to treat all persons with dignity and respect regardless of age, sex, religious affiliation, sexual orientation or personal circumstances;
- SU Qld employees are not to engage in any behaviour that could be construed as sexual harassment or sexual misconduct as defined in SU Qld Sexual Harassment policy;
- It is not acceptable for an employee to initiate or become involved in a relationship of a sexual or inappropriate nature¹ with any person to whom s/he is not married;

¹ Inappropriate nature means a level of contact and intimacy with a person that goes beyond the bounds of a "normal" social relationship.

- It is not acceptable for an SU Qld employee to be the perpetrator of verbal, emotional, physical or sexual abuse. Any reports of this behaviour will be treated seriously and sensitively.
- SU Qld employees are expected to observe the “weaker brother” principle and not engage in any behaviour that could cause disunity or weaken another Christian’s relationship with Jesus;
- SU Qld employees are expected to work respectfully with the leaders who are placed in positions over them.

3.2. Integrity

- SU Qld employees are expected to follow SU Qld policy in performing their duties;
- SU Qld employees are expected to operate within the authority structures of the organisation and act in a way that respects due process;
- SU Qld employees are not to engage in any illegal activity or assist persons engage in illegal activities;
- SU Qld employees must avoid any conflict between their private interests and his/her role within the organisation. It is not appropriate for an employee to use their position in SU Qld for private gain or advantage;
- SU Qld employees must declare any interests that could be construed as potentially conflicting with their role in the organisation to their supervisor;
- SU Qld employees may accept gifts in accordance with normal social or hospitality custom. These are usually of nominal value and do not suggest any future obligation;
- The use of an employees’s position to seek, encourage the offer of, any form of personal donation, benefit or gift is not acceptable, while representing SU Qld. Employees are required to encourage donations or gifts to SU Qld;
- Gifts from family members or close personal friends would be deemed to be of a personal nature and not reportable to SU Qld;
- Where a gift or donation is given to the employee and they are unclear as to whether it was intended for SU Qld or them we require that these are declared to SU Qld;
- SU Qld employees must act with good stewardship over the resources that have been allocated to them by SU Qld. These include financial resources as well as equipment and property.

3.3. Information and Communication

- Not all information in SU Qld is public. Employees are expected to maintain confidentiality where this is appropriate;
- SU Qld employees are expected to comply with legislative requirements such as the Privacy Act in terms of information they receive in the course of their duties;
- It is expected that employees will report to their supervisor any behaviour within the organisation that could be considered illegal or have the potential to seriously affect SU Qld’s good standing in the Christian and wider community;
- SU Qld employees are not permitted to make public comment or enter into public discussions or debate while acting in their capacity as employees of the organisation unless this has been sanctioned by a member of the executive leadership team or Council Chair. Any public comment made by employees must be done in such a way that it is clear that is made in their private capacity;

- Any intellectual property developed by an employee in their capacity as an employee of the organisation remains the property of SU Qld unless otherwise agreed. This property must remain with SU Qld when the staff member leaves the organization.

3.4. Duty of Care

- SU Qld employees are required to comply with SU Qld's Safety and Care policy;
- When responsible for the supervision of others, SU Qld employees must act with high regard to the duty of care they have over these people, particularly when it comes to minors. Employees are expected to act according to principles of fairness and justice.
- SU Qld employees are expected to assess risks and act appropriately to ensure the safety of all people in their care.

3.5. Work Environment

Your workplace should be safe and professional, and you should expect to be treated fairly and respectfully at all times.

3.5.1. Equal Opportunity

SU Qld is an equal opportunity employer and expects you to treat your colleagues fairly. Refer to the SU Qld EEO and Workplace Harassment policies for more detail.

3.2.2. Health, Safety and Security of Employees

SU Qld does everything practicable to ensure your workplace is free from health, safety and security risks. You also have a responsibility to take reasonable care for the health and safety of other persons and yourself at work. You must follow SU Qld's safety and security procedures that apply to the area where you work. You are also required to comply with SU Qld's policies in relation to health, safety and employment practices.

3.6. Computer Use and Network Security

Computers and related technology are critical components of SU Qld's information management system. Computers are provided for work purposes and are to be used responsibly for business purposes. All efforts should be made to protect computer systems and keep them free from corruption. You must abide by the guidelines set out in SU Qld's internet and email policies.

Do not access, open or read email intended for another user. Keep your password safe to ensure your system is secure.

3.7. Financial Integrity

It is vital that all financial documents are complete and accurate, and practices follow relevant legislative requirements.

Accurate financial and business records are of critical importance in meeting SU Qld's financial, business and legal obligations.

Any records or reports generated by you (financial or otherwise) must contain honest, accurate and timely information. Organisational documents are not to be

inappropriately altered or destroyed. Record keeping and reporting must be in compliance with financial and accounting policies, procedures and relevant legislation.

4. ACCOUNTABILITIES

SU Qld will ensure that employees:

- Have access to a copy of the Code of Conduct;
- Receive adequate education and training in the use and application of the Code of Conduct.

5. REVIEW

This policy will be reviewed accordingly to ensure it complies with relevant laws and remains relevant and effective. Any proposed amendments recommended for approval must be submitted to the CEO and Human Resources Manager for approval.

I have read and understood the code of conduct and understand that breach of this policy may result in disciplinary action, including termination of employment.

Name _____ Signature _____ Date _____