

ACC WORKERS (PAID AND VOLUNTEER) CODE OF CONDUCT

Codes of Conduct are a part of ACC's commitment to emotionally and physically safe environments, an expectation of our Child Protection Policy, and a commitment to providing appropriate duty of care, including health and safety considerations. This Code of Conduct outlines the requirements and expectations for all paid and volunteer workers in ACC Churches and associated activities who hold spiritual guidance roles. It can be used for church staff roles.

The ACC has two other Codes of Conduct:

- The ACC Ministerial Code of Conduct applies to ACC Credential holders.
- The ACC non-spiritual guidance Volunteer Code of Conduct applies to all volunteers in non-spiritual guidance roles.

This Code of Conduct is divided into two categories:

- those considered to be legal, biblical and/or moral imperatives, denoted by the word "shall" must be implemented, and
- those considered as good practice, denoted by the words "expected", and are nevertheless strongly recommended.

ACC recognises that volunteering and working in the context of a local church is a transformative process and is committed to treating all workers with respect and facilitating worker growth where necessary.

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1. SCOPE

This Code of conduct applies to all workers in [INSERT ENTITY NAME INCLUDING ABN], whether in a paid or volunteer position.

2. COMMITMENT

Workers **shall** uphold all relevant State or Territory legislation applicable to their role. They **shall** abide by, and implement all church or associated event policies, procedures and guidelines. Workers are **expected** to seek clarity in circumstances where the guidelines, processes or instructions are unclear.

3. SERVANT HEARTED

All workers are servants of Christ, who should endeavour to become servant leaders as modelled by Jesus (John 13:3-14). The misuse of authority can be a particular temptation when being given a position of trust and power – this must be avoided.

4. BEHAVIOUR

Workers

- are **expected** act in the best interests of those we serve.
- **shall** not be abusive in any way toward others, spiritually, emotionally, physically or sexually, including domestic and family violence.
- **shall** avoid the use of offensive language (e.g. swear words, sexual connotations, racial, religious or gender related slurs).
- **shall** exercise caution with all potentially addictive behaviours and/or harmful substances. Drunkenness is never acceptable.
- **shall** refrain from using any illicit substances.
- are **expected** to understand and implement appropriate behavioural boundaries between themselves and those we serve, including using caution when initiating or receiving physical contact with those we serve. This includes gestures of comfort as such gestures can be unwanted or misinterpreted.
- **shall** act with sexual integrity. Sex is a gift from God and integral to human nature.
- **shall** not transmit, download or store any communication that is discriminatory or harassing, derogatory, obscene, sexually explicit or pornographic, defamatory, threatening, for any purpose other than that specifically relevant to their position, for the purpose of reporting to an authority or to comply with a legal direction.
- **shall** report their concerns of harm or risk of harm according to ACC Safer Church Guidelines.

- are **expected** to treat all people fairly and in accordance with ACC and local church policies, guidelines and position papers.
- are **expected** to communicate with integrity, including accountable and wise use of electronic communication.
- are **expected** to acknowledge when they are out of their depth and do not possess the required skill set in difficult pastoral situations, (e.g., a person who needs professional counselling) and seek help from a team leader or church leader.
- **shall** not take property belonging to others, including intellectual property (copyright).
- **shall** disclose potential, perceived or actual conflicts of interest in relation to their church role. (e.g. possible financial gain; existing personal relationships)
- are **expected** to be open to correction and to act with humility by appropriately modifying their behaviour so as to not discredit the gospel.

5. FINANCIAL MATTERS

Workers shall not seek financial gain from their role or misuse their personal church relationships for financial gain. Workers are expected to steward property and finances related to their role with accountability, transparency, and integrity and report any concerns they have in relation to these matters.

6. CONFIDENTIALITY

Confidential information shall not be disclosed and must be treated with the utmost care. Exceptions include:

- when disclosure is required by law,
- harm or risk of harm notifications whether required by law or not,
- there are concerns for the safety of the person or others,
- in accordance with the entity’s privacy policy,
- or when the information is in the public domain.

Disclosure is a serious matter and the assistance of a team leader or church leader should be sought.

7. COMMITMENT TO TEAM MINISTRY

Workers:

- Are **expected** to embrace the vision, values, and mission of the Church or associated activity, and continue to develop ministry skills through a variety of means including team meetings.
- **shall** undertake the training required for their role.
- are **expected** to be accountable to team, watch out for each other and protect each other’s integrity.

IMPLEMENTATION OF THIS CODE OF CONDUCT

Any breach of this code involving a criminal offence will lead to a report being made to the relevant authorities. Any breaches relating to the harm, or risk of harm of a child or young person will be dealt with under our Child Protection Policy. Any other breach may at sole discretion of [INSERT ENTITY NAME] and may result in the volunteer being stood down or suspended.

I have read and understood this Code of Conduct

Proposed Volunteers Signature:		Date	
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Parent/Guardian Consent (If under the age of 18, please have the form co-signed by your parent/guardian)

Parent/Guardian Name		Date	
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This declaration and accompanying relevant documentation is to be permanently kept