



Code of Conduct Policy

## 1. Background

This Code of Conduct sets out standards of behaviour expected by the Charity of all employees who are required to agree to our statement of faith. Your conduct both in and out of work should be consistent with our objectives and our statement of faith. You are encouraged to make every effort to meet the standards of personal conduct and working practice set out in this code of conduct.

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.

## 2. Behavioural Standards

As a result of your desire to work for us and your acceptance of our statement of faith we would expect certain behavioural standards, examples of which are:

- a willingness to give an account of your faith within an appropriate context in light of your particular responsibilities;
- regular commitment and participation in the life of a local Church; and
- treatment of those you deal with, with grace, respect, courtesy, politeness, forgiveness and Christian love.

## 3. Code of Conduct

A non-exhaustive list of matters which are considered to be gross misconduct is set out in the disciplinary procedure. There may be instances where inappropriate conduct inside or outside of formal working hours may also necessitate disciplinary action.

Such issues may be as the result of an incapacity or an error of judgment rather than lifestyle choice or pre-determined behavioural choice.

The following is a non-exhaustive list of conduct which, although it may occur outside of formal working hours could also be regarded as gross misconduct:

- 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 for example:

- drunkenness or the use of illegal drugs
- use of obscenities, coarse jokes, gossip and slander
- any form of dishonesty including stealing and lying
- sexual immorality including adultery
- involvement in the occult or witchcraft
- unjustified divorce
- 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; and/or
- where it relates to your acceptance of our statement of faith e.g. membership of a group who could oppose the Charity's statement of faith, expressing views which are contrary to that statement of faith.

#### 4. Our Approach to Misconduct

Employees will be treated within a context of grace and compassion while time is taken to consider the circumstances of the situation e.g.:

- 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;
- the particular duties of the employee;
- Christian maturity and understanding;
- the treatment of similar instances of misconduct by other employees;
- the extent of any 'live' disciplinary warnings; and evidence of repentance.

#### 5. Adoption of this policy

5.1 The trustees of The Big Story Trust formally accepted this policy on 27<sup>th</sup> April 2017.