

Code of Conduct for Church workers serving in non-child related ministry roles.

It is a church worker's responsibility to be aware of and abide by the expectations in this Code of Conduct.

As a church worker you agree:

1. To act in the best interests of those to whom you are serving.
2. To take reasonable steps to ensure the safety and welfare of all people associated with the parish.
3. To follow all reasonable health and safety requirements and requests provided by the Diocese and Parish Leadership.
4. To act in an accountable and transparent manner, watch out for each other and protect each other's integrity, including never being alone with one child or vulnerable adult.
5. To communicate with integrity, including accountable and wise use of electronic communication.
6. To identify and manage all potential conflict of interests, including financial and relational.
7. Not to engage in: bullying; emotional abuse; harassment; discrimination; physical abuse; sexual abuse; or spiritual abuse (including of your spouse, children or other members of your family).
8. To act with sexual integrity, not participate in sexual misconduct, including conduct of a sexual nature that the church would reasonably define as unacceptable.
9. **Not** to take property belonging to others, including intellectual property.
10. **Not** knowingly to make statements that are false, misleading or deceptive.
11. **Not** to disclose confidential information received as part of your role in ministry to your spouse, family, friends, colleagues or any other person without the consent of the person providing the information, except where: the information is known publicly; as required or allowed by law; or it is in the public interest (such as to avoid the risk of serious injury or harm).
12. To be responsible in your use of alcohol and other mind altering or addictive substances or services.
13. To not engage in ministry when you are impaired by alcohol or any other mind-altering or addictive substances.
14. **Not** to use any prohibited substance.
15. **Not** to seek personal advantage or financial gain for yourself or your family from your position.
16. To disclose and be accountable for all church monies which you handle.
17. If you have overall authority for financial management in a church body, to ensure that: proper systems for financial integrity and accountability are implemented and maintained; all clergy and church workers for whom you have responsibility and who have authority for financial management in a church body are informed of their roles and responsibilities and all stipends, wages allowances payable are adequate, and paid promptly and in full.
18. **Not** to penalise, discriminate or act against other clergy or church workers because of any action taken in good faith under this code of conduct.
19. To disclose to your supervisor or Director of Professional Standards if you have been accused of, investigated for, or convicted of any criminal offences or have any knowledge of serious criminal activity.

If you know or have reason to believe that another church worker has failed to meet a behavioural expectation of this code of conduct, or another relevant Diocesan code of conduct (e.g. Code of Conduct for Ministry with Children) you shall:

- Where you believe that a person has not suffered harm or is not at the risk of harm, approach the member of the clergy or church worker and identify the concern; or
- Where you believe that a person has suffered harm or is at the risk of harm, report this to the Director of Professional Standards on 1800 070 511.

I have read and will abide by the above:

NAME: _____

SIGNED: _____

Date: _____

Acknowledgement

This Code of Conduct is an adaptation of Faithfulness in Service – Anglican General Synod 2016.