

CSSM MINISTRIES - Code of Conduct

The following principles shall be adhered to by staff members, board members and volunteers of ***CSSM Ministries***, hereinafter referred to as personnel.

CODE OF CONDUCT

In addition to ***CSSM Ministries*** being a place of employment, it is also a community of people united by their common Christian Faith. Thus, employment with ***CSSM Ministries*** is inseparable from faith commitment to Jesus Christ. This commitment is the undergirding of the life of the organization; it expresses itself practically in the relationships among ***CSSM Ministries*** personnel themselves, and between ***CSSM Ministries*** personnel and its clients. Therefore ***CSSM Ministries*** personnel are expected to function as Christian leaders, upholding New Testament Standards in all aspects of their life and ministry. Applicants for ***CSSM Ministries*** will be considered inappropriate for employment and ministry if they do not intend to adhere to the Code of Conduct.

1.01 ***CSSM Ministries*** personnel function as highly visible role models and servant leaders within our community of ministry. This means that the lives of mission personnel must be consistent with the faith that we represent. Mission personnel hold positions of authority and that authority must never be abused.

1.02 ***CSSM Ministries*** personnel are expected to establish within their individual lives the spiritual disciplines needed to maintain and promote a deep, intimate relationship with God.

1.03 ***CSSM Ministries*** personnel are expected to consistently attend a local church whose beliefs are consistent with the Mission's Statement of Faith, where practicable.

1.04 Mission Personnel are responsible for maintaining healthy relationships with their families and friends. If a relationship is broken and resolution appears impossible, personnel are expected to fulfil their obligations to the other person(s), including legal responsibilities ^{i.e.} paying child support, alimony and debts.

1.05 Personnel are to be careful, responsible stewards of ***CSSM Ministries*** property.

1.06 Mission Personnel shall not bring tobacco, alcohol, or illegal drugs on to Mission Property or Mission Camp settings under any circumstances.

1.07 Mission personnel are required to avoid conduct that is unethical or immoral and to avoid behaviour that is contrary to Biblical principles, including:

- | | |
|---|---|
| a) Substance abuse including the use of tobacco, alcohol and drug | |
| b) Extra-marital sexual relationships (adultery) | g) Physical aggression |
| c) Premarital sexual relationships (fornication) | h) Sexual assault or abuse |
| d) Reading or viewing of pornographic materials | i) Harassment |
| e) Homosexual relationships | j) Lying, deceit or dishonesty |
| f) Theft or fraud | k) Criminal activity |
| | l) Immodest dress, extreme hairstyle or extreme use of jewellery. |

1.08 ***CSSM Ministries*** personnel who visit churches different from their own are to respect the traditions of that church.

1.09 Abusive relationships will be reported to the authorities and, if proven, will result in dismissal. The person will be suspended with pay, where applicable, pending such investigation.

***CSSM MINISTRIES* - Code of Conduct**

1.10 Where practicable, doors to classrooms or counselling rooms shall be kept open during the time when children are in the care of personnel, unless two or more adults are present. When individual counselling of a child is done, every attempt shall be made to have two adults present.

1.11 Every attempt shall be made to have two caregivers in any care situation for children under the age of three years.

1.12 The reasonable restraint of an individual who is causing damage to property or injuring another person is permissible until the arrival of police or other legitimate authority.

1.13 When transporting minors involving ministry functions, where practicable, two adults should accompany the minor in the vehicle and should the minor be sent home from a ministry function, the minor's family should be told in advance that the minor is returning home.

1.14 This Code of Conduct shall be signed annually by all personnel along with the Statement of Faith. Personnel who refuse to renew this agreement will be dismissed.

HARASSMENT:

CSSM Ministries is committed to providing services and developing relationships that are free from harassment on the grounds of: race, ancestry, colour, ethnic origin, citizenship, creed, sex, physical or mental disability, age, marital or family status. We believe that God created each person of equal value in God's sight and that every person is entitled to equal dignity, respect, and bodily integrity. Complaints of sexual harassment will be taken seriously and dealt with in a just and compassionate manner. This can lead to suspension and/or termination of employment. Examples of sexual harassment may include:

- Unwelcome remarks, jokes and innuendos about someone's body or dress
- Persistent leering or suggestive looks
- Displaying pornographic and other offensive materials
- Unnecessary physical contacts such as touching, brushing against, grabbing, or pinching
- Pressure for personal relationships or sex
- Intimidation or threats of reprisal if personal relationships or sexual advances are rejected.
- Physical assault (i.e. shoving, pushing, slapping, punching)
- Sexual assault – the unwanted act of a sexual nature including rape or any other unwanted touching or contact, imposed on one person by another without consent. Examples may include but are not limited to kissing, patting, grabbing and pinching.

CHILD ABUSE

The common factor underlying all forms of abuse is the abuse of power or authority. Any person who believes on reasonable grounds that a child (under the age of 18) is or may be in need of protection, or is suffering or has suffered abuse, shall forthwith report the suspicion and information on which it is based to their superior, the ministry director. This information concerning abuse will be kept completely confidential.