



PILGRIM UNITING CHURCH

We are called by God to be a prophetic witness in the city of Adelaide so that new life and vitality will be generated in our city and its people. We celebrate in our unity and diversity, our shared beliefs and past experiences, and value worship, teaching, creativity and justice.

HR-11

CODE OF CONDUCT - STAFF

1. Introduction

1.1 Pilgrim Uniting Church (Pilgrim) is committed to:

- ensuring that staff conduct themselves in the workplace in a manner which reflects Christian values and ethics and promotes a harmonious and productive workplace;
- fostering a positive and productive workplace which is mutually beneficial for Pilgrim and our staff; and
- ensuring that employment practices are in accordance with relevant legislation and best practice in human resources management.

1.2 Pilgrim acknowledges its responsibility to do all that is reasonably practical to ensure that staff are safe from injury and risks to health at work.

2. Pilgrim Uniting Church - Values and Ethics

Pilgrim's Values and Ethics are consistent with those of the Uniting Church in Australia, Synod of South Australia. They are as follows:

- Respect and care for every individual
- Inclusion
- Acceptance
- Justice
- Integrity
- Compassion
- Co-operation and achieving through teams
- Wise stewardship
- Professional excellence

3. Behavioural Principles

Staff are expected to demonstrate behaviours in accordance with the Code of Conduct – Staff in the areas of care, respect, communication, collaboration and teamwork, and professionalism.

3.1 Care and Respect

Every person has different gifts and skills and as such staff are to:

- treat others with dignity and respect
- behave courteously and without prejudice at all times
- respect the right of others to confidentiality
- value all personnel, their gifts and contributions

3.2 Communication

Good workplace communication is important for a harmonious and productive workplace: Staff are expected to:

- communicate courteously, openly and honestly
- listen with understanding and an open mind
- refrain from communicating in a discourteous, abusive, intimidating, sarcastic or patronising manner
- Manage and seek to resolve conflict constructively

3.3 Collaboration and teamwork

Staff are expected to:

- work collaboratively
- take an active role within a team environment
- share knowledge
- share responsibility and ownership
- respect the rights of others
- be realistic in expectations of others
- acknowledge and recognise achievements

3.4 Professionalism and excellence

Professionalism and excellence both increase job satisfaction and facilitate the achievement of Pilgrim's mission and ministry. Staff are expected to:

- work proficiently and productively
- ensure that organisational policies and procedures are adhered to
- embrace skill development opportunities
- seek advice from others
- be open to constructive feedback
- emphasise intentional continuous improvement
- report any reasonable suspicions of fraud or malpractice

4. Stewardship

Staff are expected to exercise wise and careful stewardship of the resources (people, financial and physical) that are entrusted to them through the work that they do.

5. Standards of Behaviour, Ethics and Integrity

The highest possible standards of behaviour, ethics and integrity are expected of all Pilgrim staff as a condition of their employment and/or engagement with Pilgrim.

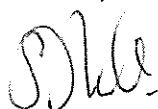
The standards expected include but are not limited to:

- Compliance with the Uniting Church in Australia Constitution and Regulations and Pilgrim's Policies, Procedures, and contractual obligations
- Compliance with all relevant industry legislative requirements in the performance of duties
- Adherence to appropriate Professional Codes of Practice and/or Ethics
- Compliance with all reasonable and lawful instructions of managers/supervisors
- Observing worker health and safety rules, responsibilities and practices at all times
- Ensuring the confidentiality of any information, records or other sensitive material acquired, during the course of employment and/or after the cessation of employment with Pilgrim
- Demonstrating honesty and fairness in all dealings with all personnel, clients, co-workers, management, visitors and the general public
- Respect for Pilgrim's equipment, supplies and property
- Not making any unauthorised statements to the media about Pilgrim, requests for media statements must be referred to the Chairperson of Pilgrim Church Council
- Not using offensive language and/or inappropriate behaviour in the workplace
- Not being involved in unlawful discrimination or harassment in the workplace
- Not being under the influence of alcohol, any illegal drugs or other medication that could adversely affect the staff member's behaviour or place themselves or others at risk of injury, whilst in the workplace or travelling to and from the workplace

6. Breach of Code of Conduct - Staff

A breach of this Code of Conduct - Staff by a staff member may result in the commencement of disciplinary action.

Authorisation



Church Council Chair:

Reviewed February 2020

Approved: March 2020

Next review date: March 2022

CODE OF CONDUCT – STAFF

PROCEDURES

1. Responsibilities

1.1 Managers are responsible and accountable for ensuring that:

- they model appropriate behaviour and monitor the working environment to ensure that the appropriate standards of conduct and professionalism are observed at all times;
- the *Code of Conduct - Staff* is promoted to new and existing staff and that they are aware of their responsibilities in relation to the Code; and
- the *Code of Conduct – Staff Agreement Form* is signed by all new and existing staff members.

1.2 Business Manager is responsible for ensuring that signed *Code of Conduct – Staff Agreements* are appropriately maintained.

1.2 Staff are responsible for ensuring that they understand and adhere to their responsibilities outlined in the *Code of Conduct - Staff* and sign the attached Agreement Form.

2. Related Policies and Information

- HR-01 - Grievance Policy
- HR-07 - Confidentiality Policy
- HR-08 - Equal Opportunity Policy
- HR-09 - Sexual Harassment Policy
- HR-10 - Workplace Harassment and Bullying Policy
- Uniting Church in Australia Constitution and Regulations, Section 7
- Uniting Church in Australia Code of Ethics (Uniting Church in Australia Constitution & Regulations, 2010)
- Ethical Guidelines for Members & Adherents of the Uniting Church in Australia (1999)

Authorisation

Chair of Operations Committee:

Reviewed February 2020

Approved: March 2020



Next review date: March 2022

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**CODE OF CONDUCT – STAFF – HR-11
AGREEMENT FORM**

I, confirm that I have read, understood and agree to adhere to the requirements specified in the Code of Conduct – Staff.

Signed by the Staff Member:

_____ (print name)

_____ (signature)

Date.....

Signed by Witness:

_____ (print name)

_____ (signature)

_____ (position)

Date.....

