Christ Church Virginia Water
Employee Code of Conduct

Introduction

This Code of Conduct is intended to provide direction for all Christ Church Virginia Water (CCVW) staff in making decisions in their professional lives and, as appropriate, in their private lives. By following this Code of Conduct, it is intended that all staff will contribute to strengthening the professionalism and impact of the work of CCVW and have a shared understanding of who we are and how we behave.

This Code of Conduct underpins the behaviours that are expected of an employee to demonstrate their commitment to CCVW's ethos, ways of working, beliefs, principles and values. It is supported by CCVW's Employment Contracts, Employee Handbook policies and the annual Performance Appraisal process.

Scope of the Code of Conduct

This Code of Conduct applies to all CCVW employees and forms part of the Terms and Conditions of Employment of all members of staff. Further information and details of specific aspects of this Code can be found in CCVW's Employee Handbook and other Policy documents. If necessary, members of staff can also seek further clarification from their Line Manager.

As an employee, you are required to abide by CCVW's policies and procedures, the terms and conditions of your employment (as outlined in your Employment Contract) and to ensure your conduct is in keeping with our Statement Of Faith (Appendix 1 of the Employee Handbook) and Distinctive Values (appended to this document).

The aim of this Code of Conduct is to formalise the standards by which you are required to behave. In accepting appointment, you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection.

Application of the Code of Conduct

All members of staff are given a copy of this Code of Conduct and are required to familiarise themselves with its requirements.

All members of staff will be required to sign to indicate their agreement to the Code of Conduct and to keep a copy. A further copy of the signed agreement will be kept on the employee's personal file.

Managers have a particular responsibility to uphold the standards of conduct and set an example.

In the recruitment and selection of staff, managers should seek to ensure that candidates selected support the beliefs and values of CCVW.

Any employee who has concerns about the behaviour of another employee should raise these with his or her Line Manager or in accordance with CCVW's Whistleblowing Policy where appropriate. Any concerns will be treated with urgency, consideration and discretion. Any

breaches of the requirements of this Code will be subject to investigation and possible disciplinary action in line with CCVW's Disciplinary Procedure at a level appropriate to the breach.

Standards of the Code of Conduct: Declaration

As an employee of CCVW, I will:

1. Be responsible for the use of information and resources to which I have access by reason of my employment with CCVW

I will ensure that I use CCVW information, funds and resources entrusted to me in a responsible and cost-effective manner and account for all money and property following the appropriate policies and procedural requirements. Resources and property include:

- money entrusted to CCVW
- CCVW vehicles
- telephones, photocopiers and stationery
- other office equipment or equipment / resources belonging to CCVW
- computers including the use of email, internet and intranet
- information that is confidential or restricted concerning CCVW and individuals
- appropriate use of CCVW information and the use of the CCVW name
- CCVW premises including CCVW housing

I will demonstrate my commitment to the environment and sustainable development by adhering to CCVW policies on travel, recycling and the use of resources.

2. Ensure the safety, health and welfare of all CCVW employees, volunteers and contractors

I will adhere to all legal and organisational health and safety requirements in force at the location of my work.

I will comply with all security guidelines and be pro-active in informing management of any necessary changes to such guidelines.

I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others including partner organisations and beneficiaries.

3. Ensure that my personal and professional conduct is, and is seen to be, of the highest standards and in keeping with CCVW's beliefs, values and aims

I will treat all people fairly and with respect and dignity and recognise the opinion of others. I will be accountable for my actions and will not use unequal power relationships for my own benefit.

I will work with others in an open and participative way, co-operating both within and across teams to support the delivery of organisational results.

I will take responsibility for the quality and timeliness of my own work to contribute to the achievement of organisational objectives.

I will not work under the influence of alcohol in ways that may impair my judgement or have an adverse impact on the behaviour exhibited on CCVW premises or when representing CCVW at external functions.

I will not use, or be in possession of, illegal substances on CCVW premises or when representing CCVW at external functions.

I will seek to ensure that my personal conduct does not compromise CCVW's values and does not impact on or undermine my ability to undertake the role for which I am employed.

I will not give interviews or provide information to the media unless I have been specifically authorised to do so.

I will exercise good judgement when using social media and other online platforms and will not post material that may bring CCVW into disrepute, breach confidentiality, or undermine the Church's mission and values.

I will not disclose information that is confidential or may be used to harm CCVW or any individual.

I will process personal information in accordance with data protection legislation and CCVW's Data Protection Policy and will maintain appropriate confidentiality regarding personal and sensitive information.

I will not accept gifts, hospitality or other benefits that could reasonably be perceived as influencing my judgement or creating a conflict of interest.

I will not abuse my position as a CCVW employee by requesting any personal service or favour from others in return for financial assistance by CCVW.

If working in an international context or travelling internationally on behalf of CCVW, I will observe all local laws and be sensitive to local customs.

4. Perform my duties and conduct my private life in a manner that avoids possible conflicts of interest with the work of CCVW and my work as an employee

I will declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of CCVW e.g. contract for goods/services, employment or promotion within CCVW, partner organisations, beneficiary groups.

I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party.

I will not accept any additional employment or consultancy work outside CCVW without advising the Vicar and Churchwardens to ensure there is no conflict of interest and that I remain within legal limits in respect of working hours.

5. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of CCVW

If I become aware of any form of illegal activity, I will make it known to the appropriate authorities.

I will notify the Vicar and Churchwardens if I am found guilty of any criminal charges during my employment.

I will abide by CCVW's Safeguarding Policy and all relevant Church of England safeguarding guidance. I will not engage in any inappropriate, exploitative, abusive, coercive or sexual behaviour towards any child, young person or adult. I will not misuse my position of trust or authority, influence or pastoral role in any relationship. I will maintain appropriate professional boundaries at all times and will promptly report any safeguarding concern or allegation in accordance with parish and diocesan safeguarding procedures.

I will not abuse, exploit or take advantage of any child, young person or adult, whether through physical, emotional, sexual, spiritual, financial or other forms of harm. I will report any concerns regarding the conduct of others in accordance with CCVW's safeguarding and whistleblowing procedures.

I recognise that relationships formed through ministry and pastoral care can involve an imbalance of power. I will ensure that my conduct is always appropriate, transparent and consistent with professional and safeguarding expectations.

6. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or exploitation, both in and out of work

I will fully abide with the requirements of CCVW's Equal Opportunities Policy.

I will never knowingly allow myself to become involved in any exploitive, abusive or corrupt relationships and will take appropriate action if I become aware of them.

7. Christian Character and Witness

I recognise that, as an employee of Christ Church Virginia Water, my conduct may influence how others perceive the church and the Christian faith. I will seek to act with integrity, honesty, humility and respect in keeping with the Christian ethos, values and mission of the church.

DECLARATION

I have read carefully and understand the CCVW Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support CCVW's aims, values and beliefs.

Document Owner: Operations Manager

Approved by: Parochial Church Council (PCC), Christ Church Virginia Water

Date Approved: _____ **Version: 1.0**

Review Frequency: Every three years, or sooner if required by changes in legislation, Church of England guidance, safeguarding requirements, diocesan guidance, or parish practice.

Next Review Date: _____