

1.0 CONTEXT

North East Scotland Youth for Christ (NES Youth for Christ) is committed to its staff, to their development and has a 'duty of care' towards each member of the staff team be they employed or volunteer. NES Youth for Christ is committed to act with compassion, grace and pastoral concern. Members of staff are encouraged to make every reasonable effort and intention to meet the standards of personal conduct within a work and social context as set out in this Code of Conduct.

2.0 SCOPE

This document is used at the recruitment and selection stage for new staff and applicants who will be asked to confirm that they are happy to abide by this Code of Conduct.

It also forms the basis of an understanding of behaviour and expectation of one another for all those existing staff working in NES Youth for Christ.

Roles which have significant leadership or representative responsibilities, or that are central to fulfilling the aims and purposes or developing and maintaining our Christian ethos, will always be held by committed Christians who assent to our Statement of Faith.

3.0 POLICY

As a result of our shared beliefs and values the following are examples of behaviours we would expect to find in staff in NES Youth for Christ.

- Willingness to give account of a living faith in Jesus Christ within settings and context appropriate to day to day responsibilities.
- Regular commitment and participation in the life of a local church.
- The treatment of one another with grace, respect, courtesy, politeness, forgiveness and Christian love.
- Honesty and co-operation in our interactions, timekeeping and work practice.
- Respect for authority and for individual conscience and diversity as people working together.
- Commitment to good stewardship of NES Youth for Christ's finances and resources.

Where posts have been identified as not requiring someone to have an expressed Christian commitment it is recognised that the first two bullet points above will not apply.

NES Youth for Christ staff will be expected to comply with NES Youth for Christ policies and procedures and have responsibility to safeguard the welfare of all children and young people with whom they work. Workers will be expected to abide by NES Youth for Christ's Safeguarding policy and guidelines.

Should a difficult situation develop NES Youth for Christ will act with compassion, grace and pastoral concern. Such issues may be as the result of incapacity or an error of judgement rather than lifestyle choices or a pre-determined behavioural choice and NES Youth for Christ will respond encouraging restoration.

It is recognised that the Bible outlines specific behaviours as fundamental and in situations where these may have been contravened NES Youth for Christ would act in accordance with its disciplinary procedure within a context of grace and compassion as time is taken to investigate and consider the circumstance of the situation.

This will mean the following should be factors that will be considered

- The severity of the perceived misconduct.
- Whether the incident is 'one off' or part of repeated behaviour or life style.
- Any mitigating circumstances.
- The position of trust of the employee within NES Youth for Christ.
- Christian maturity and understanding.
- The treatment of similar instances of misconduct by other employees.
- The employee's length of service.
- The extent of any 'live' disciplinary warnings.
- Evidence of regret.

The following is a non-exhaustive list of matters which are considered to be gross misconduct and which would normally result in dismissal.

- Any action constituting a serious criminal offence.
- Actions which contravenes the NES Youth for Christ Statement of Faith or is contrary to the standards and beliefs held by NES Youth for Christ.
- Unauthorised removal or use of NES Youth for Christ's or any partner ministry's property.
- Theft from NES Youth for Christ, its employees, volunteers, partner ministries or members of the public.
- Committing acts of forgery, deliberate falsification of, or failure to complete records, or misrepresentation to the advantage of themselves or others.
- Sexual intercourse outside of heterosexual marriage or other behaviour which is not in accordance to NES Youth for Christ's understanding of what is biblically permissible (where the post holder is required to have a Christian commitment).
- Harassment of any kind (see Harassment policy).
- Bullying of any kind.
- Carrying out duties in a drunken state or under the influence of illegal drugs.
- Fight with or physically assault another member of NES Youth for Christ's or partner ministry's staff or volunteer worker.
- Flagrant disregard of safety precautions and endangering yourselves and others.
- Be in unauthorised possession of or do wilful damage to NES Youth for Christ's or a partner ministry's property.
- Deliberate viewing or circulation of pornographic or other offensive materials.
- Deliberate disregard of duties or instruction relating to employment.
- Deliberate disregard of the protection of young people (see NES Youth for Christ's Safeguarding Policy).
- Deliberate disclosure of confidential information.
- Involvement in the occult.
- Promotion of aims or beliefs that are contrary to the mission or beliefs of NES Youth for Christ as laid out in the Statement of Faith (where the post-holder is required to have a Christian commitment)

- Breach of trust.
- Activities outside formal working hours including those which render an employee either unsuitable for the type of work they do or which leads to a breach of trust between NES Youth for Christ and the employee or where the employee damages the reputation of NES Youth for Christ or where it affects the performance of an employee in their particular role.

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 in compliance with biblical precepts as agreed by the Board of Trustees of NES Youth for Christ in the Statement of Faith and by expressing Christian behaviours in the context primarily of employment.