

CODE OF CONDUCT³

Glen Waverley Anglican Church holds strongly to the expectation that staff, ministry leaders and leadership teams in our church will conduct their lives and relationships in a manner in keeping with Christian principles as specified in the Biblical scriptures. We hold to this because we consider it vital that our leadership model appropriate behaviour and conduct and that any public teaching be consistent with our values and beliefs as stated in our leadership documents.

It is therefore expected that all staff, “office holders”, Governance Board members, ministry leaders and their leadership team members will commit to uphold and live out this CODE OF CONDUCT.⁴

1. I will endeavour at all times to conduct myself in a manner that honours GOD and HIS Church, and actively seek to grow in my personal relationship with JESUS CHRIST.

2. In all financial matters, I will act with scrupulous honesty and transparency, and publicly account for all monies handled by me on behalf of others. I will disclose to a senior member of staff or a warden any significant gift or money that is offered to me by those whom I lead or serve. I will also notify a senior member of staff or warden should I become aware that I am to become or have become a beneficiary of an estate of a member of the church ministry or group that I serve or lead.

3. I will endeavour to conduct all my personal relationships in a godly manner, acting with respect, love, integrity and truthfulness towards all those with whom I associate without discrimination

4. I will actively seek to pursue reconciliation when conflict or division occurs, and to right any injustice. In the matter of conflict resolution, I will seek to follow the principles outlined by Christ in Matthew 18:15ff, submitting myself to such accountability and holding others accountable⁵.

5. I will be truthful, actively avoiding exaggeration and misrepresentation⁶.

6. I will practice Christian biblical standards of sexual morality (of faithfulness within marriage of one man to one woman and abstinence outside marriage) in all my personal relations and agree to uphold those standards in public teaching.

7. I will promote a safe environment where harassment or abuse are neither tolerated nor able to take place undetected.⁷

8. I will commit to and comply with all the principles, processes and expectations of the ‘Code of Conduct for Child Safety’⁸

9. I will treat as confidential⁹, any and all details and particulars shared with me including personal contact details.¹⁰.

Signed. . **Date.** .. .

Name. .

³ Reviewed and ratified **GOVERNANCE BOARD 06**, June 2018

⁴ In signing this GWAC Code of Conduct, it is expected that individuals will have read, agreed with and are complying with the expectations of the following Diocesan documents: ‘Faithfulness in Service’, ‘Code of Conduct for Child Safety’, and ‘Child Safe Policy’ all of which are available from GWAC website and found in the LBM

⁵ Refer *Conflict Resolution and Grievance Policy* available in LBM

⁶ Refer *Conflict of Interest Policy* available in LBM

⁷ To this end, I agree to any request to obtain a WWCC and Police Check certificate when required and to maintain such currency.

⁸ ‘Code of Conduct for Child Safety’ ADoM March 2018

⁹ Excluding matters relating to supervision and accountability and mandatory reporting issues, whether statutory or Church expectation.

¹⁰ Refer GWAC Privacy Policy

GWAC Conflict Resolution and Grievance Policy

[Approved GB 08 (2016-17)]

Open communication and feedback are essential elements of a satisfying and productive volunteering and employment environment. No employee or volunteer will be intimidated or unfairly treated in any respect, if they utilize this policy fairly to resolve an issue.

Conflict Resolution

Every attempt should be made to resolve conflicts between individuals internally and informally. If resolution cannot be obtained satisfactorily, Governance Board will access support from the diocese and/or an external mediator where appropriate and in keeping with the Diocesan protocols.

Conflict Resolution Procedures

1. Conflicts are to be raised by the complainant in the first instance with the other person involved, and in the second instance with the leader or member of staff to whom the other person reports, (in the case of the Lead Pastor, their direct report is the Wardens) and every attempt made to resolve the conflict amicably and quickly, seeking to keep to the spirit of Matthew 18:15ff.
2. If resolution is not achieved, the issue is to be raised in writing with the Lead Pastor.
3. If still not resolved, the matter is to be raised, in writing, with the Wardens.
4. Conflicts between Governance Board members are to be raised with the Wardens.
5. If there is a conflict with the Lead Pastor that cannot be resolved informally (and consistent with item 1 above), it should be raised, in writing, with the Wardens.
6. If a conflict cannot be resolved to the satisfaction of both parties, the Wardens will arrange for external support from the regional Bishop, diocese or external mediators where appropriate.

Grievance Procedures

1. A grievance should be clearly described in writing to the Lead Pastor. If the grievance concerns the Lead Pastor, then it should be put in writing to the Wardens.
2. The Lead Pastor or Wardens will interview the complainant to verify the complaint and determine if remedial action needs to be taken by establishing if the grievance concerns behaviour that:
 - a. is potentially dangerous;
 - b. could lead to significant financial loss;
 - c. shows deep disregard for those in authority;
 - d. shows deep disregard for the values of GWAC or the faithfulness in service code of behaviour;
 - e. displays errors fundamental to the proper performance of their work;
 - f. negatively affects other workers' ability to properly perform their work.
3. If the grievance is established as not requiring remedial action, but is a matter of conflict between individuals, proceed as for a resolution of conflict to enable an amicable solution to be found.
4. If remedial action is necessary, make sure that the volunteer or employee is treated fairly and that the action taken is commensurate and relative to the matter in question.
5. Actions: -
 - a. Determine the exact nature of the grievance.
 - b. If either the complainant or the other person is a member of staff, check the file of the employee(s) for pertinent information.
 - c. Speak to the person to ascertain their view of the matter in a private environment but heed duty of care considerations as to whether a second person should be present and clarify that person's role at the beginning of the interview.
 - d. Look for positive ways to resolve the issue and agree on a specific action plan.
 - e. Assess whether professional development or counselling opportunities would support the action plan.
 - f. Document what is said and agreed in writing.
 - g. Follow up the action plan.

- h. The staff member/volunteer should have every opportunity to improve. In cases of serious or wilful misconduct that opportunity may be inappropriate.
 - i. Any action must be fair, documented and appropriate to nature of the grievance. The documented material must be defensible if the actions were to be challenged.
 - j. Assistance from the Diocese or external expertise should be sought if there is doubt about what action to take.
6. If the Wardens determine that there is a case to answer in regard to the Lead Pastor, they are to take the matter to the Bishop for him to seek to resolve the issue and advise the complainant of their option for reporting to the Professional Standards Body.
7. In cases of alleged abuse, where mediation would not be appropriate, the Wardens will consult with the regional Bishop or their delegate and advise the complainant of their option to make a report to the Professional Standards body.

Bibliography

Playgroup Australia Inc. National Operations Manual. Minter Ellison Consultants. Canberra 2006

Grievances and Dispute Resolution. Policy Bank www.ourcommunities.com.au

Parish Governance Act 2013: Part 8 – Resolution of Disputes

GWAC Potential Conflict of Interest Policy for Governance Board

[Approved GB 08 (2016-17)]

Introduction

This policy has been developed in response to the potential for a perceived or actual conflict of interest to become an issue in the Governance Board's exercise of its functions. It covers the full Governance Board, including Wardens, the Lead Pastor and any other staff nominated to attend Governance Board meetings. It also applies to people other than elected Governance Board members operating on committees of the Governance Board, in the conduct of those committees.

Having a potential conflict of interest policy reflects the Governance Board's commitment to operating according to biblical principles. It is important that Governance Board members make clear any existing or potential conflict of interest.

Examples of potential conflict of interest could be (but are not limited to):

- When a Governance Board member (or *ex officio* member) has a member of his/her immediate family on staff (paid or voluntary)
- When a Governance Board member (or *ex officio* member) is a member of staff (paid or voluntary)
- When a Governance Board member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of Glen Waverley Anglican Church.
- When a Governance Board member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Governance Board members are often involved in ministries within and outside the church. When making decisions about allocation of resources, whether financial or in kind, it would be possible for a conflict of interest to arise.

Purpose

This policy has been developed to provide a framework for all Governance Board Members in declaring potential conflicts of interest.

Policy

The Governance Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest on specific issues as they arise shall be declared by the member concerned and documented in minutes of Governance Board meetings. Each Governance Board member will be asked to fill in, once a year, a Declaration of Potential Conflicts of Interests form¹⁶ that will be retained by the Secretary. If a Governance Board member believes another member appears to have failed to declare a potential conflict of interest, he or she should raise the issue with a Warden, in writing, even if initially verbally.

Procedure

1. Each Governance Board member will be asked to fill in, once a year, a Declaration of Potential Conflicts of Interests form that will be retained by the Secretary.

¹⁶ The Declaration of Potential Conflicts Form follows this Policy

2. Members shall declare any conflicts of interest either at the start of the Governance Board meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.

3. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Governance Board member concerned shall leave the room as soon as that item comes up for discussion. The concerned Governance Board member shall not vote on that issue, nor initiate or take part in any Governance Board discussion on that topic (either in the meeting or with other Governance Board members before or after the Governance Board meetings). However, these requirements may not be exercised if the remainder of the Governance Board votes that a conflict does not exist. If a conflict does exist, the concerned person may be invited by the remainder of the Governance Board to present their view on the issue before leaving the room while the remainder of the Governance Board discuss and vote on that issue.

4. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected.

5. If a person alleges that another person has a potential conflict of interest, and there is not agreement between them that such a potential conflict exists, Governance Board will decide whether such a potential conflict exists.