

CODE OF ETHICS

INTRODUCTION – We expect each person to always act in a mature and responsible manner. To avoid confusion, we have listed the conduct that is not acceptable. Please read thoroughly and have all questions answered before signing.

UNACCEPTABLE CONDUCT:

1. Willful violation of security or tampering with equipment.
2. Negligence or any careless action which endangers the life or safety of another person.
3. Unauthorized possession of dangerous or illegal fire arms, weapons, or explosives on church property.
4. Engaging in any criminal conduct, acts of violence, making threats of violence toward anyone on church premises, or engage in harassment of any kind, including sexual misconduct.
5. Insubordination or refusing to obey instructions properly issue by a person's supervisor pertaining to one's work; refusal to help out in a special assignment.
6. Being intoxicated or under the influence of a controlled substance while at work. The use, possession or sale of a controlled substance in any quantity while on church premises (prescribed medication usage acceptable).
7. Engaging in an act of sabotage; willfully or with gross negligence, causing the destruction or damage of church property or the property of members, suppliers or visitors in any manner.
8. Theft of church property or the property of church members, suppliers, or visitors.
9. Unauthorized possession of any property (documents and/or equipment) removed from the premises without permission from one's supervisor.
10. Dishonesty – willful falsification or misrepresentation on your application, falsifying work time, alteration of church records or documents, malicious gossip and /or spreading rumors.
11. Immoral conduct or indecency on church property.

I have read this policy on code of ethics and agree to abide by its stipulations.

Signature of Employee

Date

Signature of Church Representative

Title of Representative