

## NON SPIRITUAL-GUIDANCE VOLUNTEER CODE OF CONDUCT

Codes of Conduct are a part of ACC's commitment to emotionally and physically safe environments, an expectation of our Child Protection Policy, and a commitment to providing appropriate duty of care, including health and safety considerations. This Code of Conduct outlines the requirements and expectations for all paid and volunteer workers in ACC Churches and associated activities who hold spiritual guidance roles. It can be used for church staff roles.

The ACC has two other Codes of Conduct:

- The ACC Ministerial Code of Conduct applies to ACC Credential holders.
- The ACC Workers (paid and volunteer) Code of Conduct applies to all workers in spiritual guidance roles. It can be used for all church staff roles if required.

This Code of Conduct is divided into two categories:

- those considered to be legal, biblical and/or moral imperatives, denoted by the word "**shall**" must be implemented, and
- those considered as good practice, denoted by the words "**expected**", and are nevertheless strongly recommended.

### 1. SCOPE

This Code of conduct applies to all volunteers in non-spiritual guidance roles at Gateway Church Geelong (ABN: 82540141808).

### 2. COMMITMENT

Volunteers shall uphold all relevant State or Territory legislation applicable to their role.

Volunteers are expected to seek clarity in circumstances where the guidelines, processes or instructions provided to them by the church/ entity/event are unclear.

Volunteers are expected to be open to feedback and to act with humility by appropriately modifying their behaviour as expected for their role.

### 3. SERVANT HEARTED

All volunteers are expected to volunteer with a willingness to serve others and undertake all aspects of their volunteer role. Clarification from a team leader should be sought before undertaking any other roles or duties.

### 4. BEHAVIOUR

Volunteers:

- are **expected** to act in the best interests of those we serve.
- **shall** choose to use language, gestures and behaviours that are encouraging, uplifting and inclusive and avoid the use of language, gestures and behaviours that could be harmful (e.g. swear words, sexual connotations, bullying, racial, religious or gender related slurs). This applies in person and online.
- **shall** not volunteer whilst under the influence of any illicit substance or alcohol.
- **shall** treat others with respect and honour, including using caution when initiating or receiving physical contact.
- **shall** report their concerns of hazards, incidents, and harmful behaviours of others to their team leader as soon as practicable.
- **shall** not take property belonging to others, including intellectual property (copyright).
- **shall** disclose potential, perceived or actual conflicts of interest in relation to their role. (e.g. possible financial gain; existing personal relationships)
- **shall** not seek financial gain from their role or misuse their personal relationships for financial gain. Volunteers are expected to steward property and finances related to their role with accountability, transparency, and integrity and report any concerns they have in relation to these matters.

- **shall** not disclose confidential information except:
  - when disclosure is required by law,
  - harm or risk of harm notifications whether required by law or not,
  - there are concerns for the safety of the person or others,
  - in accordance with our privacy policy,
  - or when the information is in the public domain.

**5. COMMITMENT TO TEAM**

Volunteers:

- Are expected to respect the vision, values, and mission of the Church or associated entity/ event/ activity.
- shall undertake the training required for their role.
- are expected to talk to the team leader if they feel overwhelmed or perceive they may need further training for their volunteer role.
- are expected to be accountable to their team and follow all reasonable directions from their team leader.

**IMPLEMENTATION OF THIS CODE OF CONDUCT**

Any breach of this code involving a criminal offence will lead to a report being made to the relevant authorities. Any breaches relating to the harm, or risk of harm of a child or young person will be dealt with under our Child Protection Policy. Any other breach may be at the sole discretion of Gateway Church Geelong and may result in the volunteer being stood down or suspended.

I have read and understood the ACC Worker's Code of Conduct

**Name:**

**Signature:**

**Date:**