

5a. Ethical Conduct Guidelines

The employees of Plymouth Church may from time to time encounter a variety of ethical and sometimes even legal issues in the course of performing their job duties. It is very important that these issues be handled in a manner that is consistent with the values of our faith community.

Ethical behavior on the job refers to the very basic concept of honesty and fairness in dealing with other employees, church members, and other members of the community. The church endeavors to protect the privacy and dignity of each employee.

The work culture at Plymouth Church must be free from discrimination and harassment based on race, color, religion, gender, national origin, age, disability, ancestry, sexual orientation or other factors that are unrelated to our ability to do our jobs. Sexual advances, actions, comments, or any other conduct that creates an intimidating or otherwise offensive work environment will not be tolerated.

The Personnel Committee will investigate promptly any employee complaint of misconduct. Any acts of retribution against employees for filing a complaint will not be tolerated.

Some other activities that are prohibited are: threats, violent behavior, use of drugs or any other controlled substance. Employees who engage in these types of activities are subject to dismissal.

Employee Privacy

Any personal information that Plymouth Church maintains relative to your employment is subject to the highest degree of confidentiality. Access to such information is restricted to those with a business need to know. Personal information will not be released to any outside source unless authorized by the employee. Also, it is imperative that Plymouth Church employees do not release personal information regarding any church member, unless approved by the member.

Conflicts of Interest

It is important to carefully consider any personal activities or circumstances outside work which might constitute a conflict of interest with any job responsibilities at Plymouth Church. A conflict of interest may arise if an employee engages in any activities, or advances any personal interests at the expense of the interests or values of the church. Common examples of conflicts of interest are, but are not limited to:

- Performing outside work while on Plymouth Church property (without prior approval)
- Using Plymouth Church telephones and other office equipment for personal use (without prior approval)
- Serving on community boards/committees and using personal motives that might be construed as representing the opinion of Plymouth Church
- Expressing individual political opinions as though they represented the opinion of the church

We very much appreciate that you took the time to read and sign these guidelines. It is our charter to live up to these guidelines on a daily basis!

Revised January 12, 1999

I certify that I have read the Ethical Conduct Guidelines for Plymouth Church. I fully understand my responsibility to comply with these guidelines. I recognize that any violation of these guidelines may lead to corrective action procedures, which may result in separation from employment at Plymouth Church.

Signature_____