

Conflict of Interest and Member Conduct

Approved May 21, 1991; Revised May, 1993

1. PURPOSE

1.1 The purpose of this regulation is to:

Summarize in a single document code of ethics and acceptable conduct which will apply equally to all employees, Members and Friends of the Church regardless of individual service or job duties and responsibilities.

1.2 Each Employee, Trustee, Officer, Committee Chair, Church School & Youth Group Leader, Member, Friend, and Affiliated Organization Leader occupy a position of trust which demands the highest moral and ethical standard of conduct.

1.3 Policies and regulations governing the conduct of Trustees, Officers, Members, Friends & Employees appear in the Church Constitution, Policies & Procedures Book, Council Members Handbook, and Personnel Manual. All persons in position of trust shall familiarize themselves with the pertinent sections of these documents and consult them as necessary for information and guidance.

2. POLICY

2.1 Responsibility of Ethical Conduct

It is the responsibility of all persons in positions of trust in the Church to engage in ethical behavior and practice. All officers, Trustees, Committee Chairs, Youth Leaders, Religious Education Teachers, Affiliated Organization Leaders, and Employees shall avoid any actual or potential conflict of interest that may arise as a result of their actions. It is such person's responsibility to reduce or eliminate such actual or potential conflicts of interest.

2.2 General Rule Regarding Conflict of Interest

All persons in position of trust shall not engage in any business or transaction, and shall not have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would tend to impair their independence, judgment, or action in the performance of such duties for the Church.

2.3 Acceptance of Favors, Gifts, and Gratuities

Persons in the service of the church shall not accept money or other considerations of favors from anyone for the performance of an act which they would be required or expected to perform in the regular course of their duties. This prohibition would not normally include items such as plaques, souvenirs, or mementos of nominal value often associated with a given event. Persons shall not accept gifts, gratuities or favors of any kind which might reasonably be interpreted as an attempt to influence their actions with respect to Church business.

3. COLLATERAL OR OUTSIDE EMPLOYMENT

3.1 General Prohibition

Employees shall not engage in any collateral employment or business activity which is incompatible or in conflict with the duties, functions, or responsibilities of the employee. Activities which may constitute a conflict include: use of their Church time, facilities, equipment and supplies, or the use of the title, prestige or influence of the Church for private gain or advantage. An employee shall not engage in any collateral business activity or employment, which, by its nature, hours or physical demands, would impair the required quality or quantity of the employees' work with the Church, impair the employee's independence of judgment or action in the performance of official duties,

reduce the effectiveness or efficiency of the employee's department, reflect discredit on the Church, or tend to increase the Church's payments for Sick Leave, Worker's Compensation benefits, or Long Term Disability benefits.

4. SPECIFIC PROHIBITIONS

4.1 Use of Church Services and Facilities for Private Gain

Persons in position of trust shall not use, for private gain or advantage, the Church's time or the Church's facilities, equipment or supplies. In addition, such persons shall not use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others. However, with full disclosure as per paragraph 6.1, exceptions can be made by the Board of Trustees. (See also Policy & Procedures Manual)

4.2 Use of Confidential Information

Persons in position of trust shall not use confidential information acquired by or available to them in the course of their service with the Church for speculation or personal gain.

4.3 Church Contracts

Persons in position of trust shall not exercise any discretionary powers for, or make any recommendations on behalf of the Church with respect to any contract or sale to which the Church is a party and in which such persons shall knowingly be directly or indirectly financially interested.

4.4 Persons in Church Leadership positions shall not make personal investments in enterprises which they have reason to believe may be involved in decisions or recommendations to be made by them, or under their supervision, or which will otherwise create conflict between their private interests and the Church's interest. If, however, persons in service to the Church have financial interests in matters or enterprises coming before the Board or position in which they are serving, they shall disqualify themselves from any participation therein.

5. EQUAL EMPLOYMENT

5.1 Persons in the Church's service shall not, in the performance of their service responsibilities, discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition, or disability.

6. DUTY TO DISCLOSE

6.1 Every person in service of the Church and in positions of trust shall immediately disclose the nature and extent of any interest, direct or indirect, which may conflict with their responsibility or duty, or which, because of their position, may influence a decision to the benefit of the organization in which he/she has an interest. Such disclosure shall be in the form of a memorandum to the Church Administrator.