

CSSM Ministries -

700.000 CODE OF CONDUCT

701.000 PRINCIPLES

701.010 The Canadian Sunday School Mission (*CSSM Ministries*) is a distinctively Christian organization. (See *CSSM Handbook and Letters Patent, 1927.*)

701.020 CSSM Ministries' personnel policies are built on principles derived from the Holy Bible. The Scriptures are considered to be the final authority guiding our faith and our actions. Our understanding and interpretation of Scriptures is consistent with the evangelical Christian tradition.

701.030 CSSM Ministries endeavours to comply with legislation regarding employment standards and human rights. Wherever there is a conflict between current Canadian legislation and the Bible, however, the latter shall overrule.

701.040 The following principles shall be adhered to by staff members, board members and volunteers of CSSM Ministries, hereinafter referred to as personnel.

702.000 CODE OF CONDUCT

702.010 In addition to CSSM Ministries being a place of employment, it is also a community of people united by their common Christian faith. Thus employment with CSSM Ministries is inseparable from faith commitment to Jesus Christ. This commitment is the undergirding of the life of the organization; it expresses itself practically in the relationships among CSSM Ministries personnel themselves, and between CSSM Ministries personnel and its clients. Therefore CSSM Ministries personnel are expected to function as Christian leaders, upholding New Testament standards in all aspects of their life and ministry. Applicants for CSSM Ministries will be considered inappropriate for employment and ministry if they do not intend to adhere to the Code of Conduct.

702.020 CSSM Ministries personnel function as highly visible role models and servant leaders within our community of ministry. This means that the lives of mission personnel must be consistent with the faith that we represent. Mission personnel hold positions of authority and that authority must never be abused.

702.030 CSSM Ministries personnel are expected to establish within their individual lives the spiritual disciplines needed to maintain and promote a deep, intimate relationship with God.

- 702.040** CSSM Ministries personnel are expected to consistently attend a local church whose beliefs are consistent with the Mission's Statement of Faith, where practicable.
- 702.050** Mission personnel are responsible for maintaining healthy relationships with their families and friends. If a relationship is broken and resolution appears impossible, personnel are expected to fulfil their obligations to the other person(s), including legal responsibilities i.e. paying child support, alimony, and debts.
- 702.060** Personnel are to be careful, responsible stewards of CSSM Ministries property.
- 702.070** Mission personnel shall not bring tobacco, alcohol, or illegal drugs on to Mission property or Mission Camp settings under any circumstances.
- 703.010** **Mission personnel are required to avoid conduct that is unethical or immoral and to avoid behaviour that is contrary to Biblical principles, including:**
- A.** substance abuse including the use of tobacco, and illicit drugs and the abuse of alcohol
 - B.** extra-marital sexual relationships (adultery)
 - C.** premarital sexual relationships (fornication)
 - D.** reading or viewing pornographic materials
 - E.** homosexual relationships
 - F.** theft or fraud
 - G.** physical aggression
 - H.** abusive behaviour
 - I.** sexual assault or abuse
 - J.** harassment
 - K.** lying, deceit or dishonesty
 - L.** criminal activity
 - M.** immodest dress, extreme hairstyle or extreme use of jewellery.
- 704.000** CSSM Ministries personnel who visit churches different from their own are to respect the traditions of that church.
- 704.010** Abusive relationships will be reported to the authorities and, if proven, will result in dismissal. The person shall be suspended with pay, where applicable, pending such investigation.
- 704.020** Where practicable, doors to classrooms or counselling rooms shall be kept open during the time when children are in the care of personnel, unless

two or more adults are present. When individual counselling of a child is done, every attempt shall be made to have two adults present.

704.030 Every attempt shall be made to have two caregivers in any care situation for children under the age of three years.

704.40 The reasonable restraint of an individual who is causing damage to property or injuring another person is permissible until the arrival of police or other legitimate authority.

704.050 When transporting minors involving ministry functions, where practicable, two adults should accompany the minor in the vehicle and should a minor be sent home from a ministry function, the minor's family should be told in advance that the minor is returning home.

704.060 This Code of Conduct shall be signed annually by all personnel along with the Statement of Faith. Personnel who refuse to renew this agreement will be dismissed.

705.000 HARASSMENT PRINCIPLES

705.010 CSSM Ministries is committed to providing services and developing relationships that are free from harassment. We need to provide an environment free from harassment on the grounds of: race, ancestry, colour, ethnic origin, citizenship, creed, sex, physical or mental disability, age, marital status or family status.

706.000 SEXUAL HARASSMENT

706.010 **Definition:** Sexual harassment is any comment or conduct, sexual in nature, that is known to be, or should be reasonably known to be, unwanted and unwelcome. This may include, but is not limited to: unwelcome remarks, jokes, innuendos, taunting, sexually oriented conduct and requests, comments, gestures, or materials that are considered offensive, threatening or degrading.

707.000 SEXUAL HARASSMENT POLICY

707.010 We believe that God created each person in His image, and of equal value in His sight. (Genesis 1:26,27). We believe that every person is entitled to equal dignity, respect, and bodily integrity. CSSM Ministries is committed to providing an environment free from sexual harassment for worship, work and study. Complaints of sexual harassment will be taken seriously and dealt with in a just and compassionate manner.

Examples of sexual harassment may include, but are not limited to:

- A.** unwelcome remarks, jokes and innuendos about someone's body, dress or sex,
- B.** persistent leering or suggestive looks,
- C.** displaying pornographic and other offensive materials,
- D.** unnecessary physical contacts such as touching, brushing against, grabbing and pinching,
- E.** pressure for personal relationships or sex,
- F.** intimidation or threats of reprisal if personal relationships or sexual advances are rejected,
- G.** sexual assault - the unwanted act of a sexual nature including rape and any other unwanted touching or contact, imposed by one person upon another without consent. Examples include, but are not limited to kissing, patting, grabbing, pinching,
- H.** sexual solicitation or advance made by a person who is in a position to confer or deny benefits when that person knows, or ought reasonably to know, that such conduct is unwelcome.

708.000 CHILD ABUSE (See CSSM policy on child protection)

708.010 "Child Abuse" is a new term for an old problem which has been with us for thousands of years. Only recently has society come to recognize it as serious. The common factor underlying all forms of abuse is the abuse of power or authority. Abuse occurs when the more physically powerful person takes advantage of the authority she/he has over the less powerful person.

708.020 Child abuse can mean actively hurting a child, sexually exploiting a child, failing to take proper care of a child, or depriving the child of affection and acceptance. No single definition can cover all the types of abuse. Abuse also means doing nothing to stop a situation, or permitting abuse by standing by and letting it happen.