



Code of Conduct

Purpose and scope

The purpose of the Code of Conduct is to set out the conduct expected of all CMS employees, volunteers and representatives. This code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action.

When CMS employees, volunteers and representatives travel internationally, they are expected to uphold local law, except where the Code of Conduct is more stringent, in which case the code applies.

Expectations

1. As an employee, volunteer or representative of CMS, I will:

- Commit my time, skills and experience to the best of my ability towards the aims and vision of CMS
- Be ready and willing to work and devote my working hours to carry out my work for CMS
- Deliver my work with care and to the highest professional standards and be a good steward with CMS's property.
- Obey reasonable orders as to the time, place, nature and methods of service
- Be of good faith and do my best to uphold the trust and confidence necessary for employment
- Work in an accountable and transparent way and seek advice from someone with greater experience when necessary
- Ensure my professional and personal conduct is consistent with CMS's values and standards in order to uphold its reputation and comply with legal requirements
- Treat all people fairly with respect and dignity regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- Not show differential treatment or favour to people to the exclusion of others
- At all times, conduct myself in such a way as to enhance CMS's reputation and my conduct will not bring CMS into disrepute
- When travelling, be sensitive to local laws and customs
- Not engage in abusive or exploitative conduct
- Not give or receive bribes or otherwise act corruptly (this includes gifts over £10)
- Not share sensitive/confidential information with others (e.g. about PiM)
- Not make inappropriate promises particularly in relation to confidentiality
- Declare any financial, personal or family interest in matters of official business that may impact on the work of CMS in order to avoid conflict of interest
- Comply with all legal and organisational health and safety requirements at my workplace and/or when travelling.

All employees, volunteers and representatives who have roles with children and adults at risk are expected to interact in a mature, capable, safe, caring and responsible manner, with a high level of accountability. All adults working with children, young people and adults at risk are in positions of



trust. It is therefore vital that workers ensure they do not, even unwittingly, use their position of power and authority inappropriately. All employees, volunteers and representatives are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism.

2. As an employee, volunteer or representative of CMS, I agree not to engage in abusive conduct. Therefore, I agree that I will:

- Implement CMS's Safeguarding Policy and procedures
- Report any concerns about or allegations of abuse or poor practice to CMS's safeguarding manager without delay
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen to children and adults at risk about any concerns they may have
- Not use language or behaviour towards children and adults at risk that is or could be perceived to be inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Not engage in behaviours that could be regarded as grooming, controlling or exploitative
- Not show forms of affection, physical or otherwise, that is unwanted by the child or adults at risk
- Not develop physical/sexual relationship with children or adults at risk
- Avoid spending time alone with children and adults at risk, ensuring that interactions are visible to
 - others and/or at least two unrelated adults are present with regards to the correct ratio of adults to children
- Not request or share personal contact details with children or vulnerable adults or any contact that breaches CMS's email and internet or data protection policy.

I understand that if I breach the Code of Conduct I will be subject to disciplinary procedures, including gross misconduct and dismissal. I understand that Church Mission Society may also need to make a referral to the relevant statutory agency.

Concerns and reporting

CMS employees, volunteers and representatives are required to report any concerns, incidents or abuse they are aware of, suspect or witness that breach the above Code of Conduct. Those who report are protected against being victimised if it is made in good faith – please see the whistleblowing policy (Appendix 8 of the employee handbook) for more details.

Please report your concern to the head of HR, unless it relates to safeguarding issues, which should be reported to the safeguarding manager. If the head of HR or safeguarding manager is not available (or is the person is implicated in the concern), you may report it to the director of finance and corporate services.