

# CMS Code of Conduct

Church Mission Society  
Watlington Road,  
Oxford, OX4 6BZ

+44 (0)1865 787400  
info@churchmissionsociety.org  
churchmissionsociety.org

## Scope and purpose

Church Mission Society (CMS) has always taken culture seriously – whether we are crossing borders and boundaries for the sake of God’s mission or working together in the office. There are many definitions of “culture” but the one we like best is simply “the way we do things around here” and the way we want to do things in CMS is safe, empowering and always learning.

Connect with us on



We are committed to providing a flourishing environment for all who work with CMS and for those we reach through CMS activities, communications, operations and partners.

This code of conduct document supports our desired culture and will help you play a key part in cultivating it, for yourself and within the wider organisational community.

We take culture seriously and so we take our conduct seriously. In keeping with our vision and values (see below), CMS is committed to maintaining the highest degree of ethical behaviour. This Code of Conduct sets out our expectations and applies to **all CMS personnel, including staff, people in mission, trustees, and volunteers.**

The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

While recognising that local laws and cultures differ considerably from one country to another, this Code of Conduct is developed from international and UN standards.

Thank you for taking this document and issues of conduct and culture seriously.

## Vision, mission and values

CMS’s vision is to see our world made new through the love of God, as we follow Jesus to the edges.

CMS’s purpose is to make disciples of Jesus at the edges.

Our values are that we are:

### **Pioneering**

We are constantly seeking and moving to the edges of church, society and ourselves, and calling others to do the same: to try new things, ask questions, cross boundaries and not get too comfortable.

### **Evangelistic**

We share Jesus in word and action with people at the edges and invite them to be part of his story.

### **Relational**

We get alongside people, becoming a genuine part of the edge-based communities where we find ourselves, recognising that often we are guests not hosts.

### **Faithful**

We remain true to our calling and don't get discouraged easily. We recognise that mission at the edges takes time, that God is our leading partner in all we do and can be trusted to bring change.

## **Code of Conduct Standards**

As CMS employees, people in mission, volunteers, trustees or representatives

### **1. Let's be people of integrity – upholding the witness and reputation of CMS by ensuring that our professional and personal conduct is consistent with CMS's vision, aims and values**

- a. I will treat all people fairly with respect, courtesy and dignity, regardless of ability, ethnicity, gender, sexual orientation, religion or social or cultural status.
- b. When working in an international context or travelling internationally on behalf of CMS, I will be observant of local laws and sensitive to local customs.
- c. I will seek to ensure that my conduct does not bring CMS into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed or engaged.
- d. I will be diligent in doing my work for CMS and (where applicable) the partner organisation to which I am seconded, obeying reasonable instructions and seeking to uphold the trust of the organisation.

- e. I will not work under the influence of alcohol or use, or be in possession of, illegal substances.

## **2. Let's pursue dignity for all – not engaging in abusive or exploitative conduct**

- a. I will not engage in sexual activity with children (persons under the age of 18) (Mistaken belief about the age of a child is not a defence).
- b. I will not engage in sexual relationships with beneficiaries of any work I am involved in.
- c. I will not exchange money, employment, goods or services for sex, including sexual favours.
- d. I will not engage in any form of humiliating, degrading, inappropriate, harassing, abusive, bullying, sexually provocative, demeaning, culturally inappropriate or exploitative language or behaviour, including corporal punishment and harsh discipline towards anyone.
- e. I will not engage in commercially exploitative activities with any person, including people trafficking or child labour or other activities which are inappropriate to their age or development and interfere with their education and recreational activities.
- f. I will not use images or videos of children and adults-at-risk for publicity or any other CMS purpose without informed consent.
- g. I will not physically assault any person.
- h. I will not emotionally, psychologically, spiritually or financially abuse any person.

## **3. Let's promote safety, health and welfare – ensuring the safety, health and welfare of all CMS personnel members and associated personnel (volunteers, partners, suppliers and contractors)**

- a. I will adhere to all legal and organisational health and safety requirements in force at my location of work.
- b. I will comply with CMS security policy and take local advice and be pro-active in informing the relevant mission manager of any significant increase in insecurity in my location.
- c. I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom I work.

#### **4. Let's be trustworthy – be responsible for the use of information, assets and resources to which we have access due to our work with CMS**

- a. I will ensure that I use CMS assets and resources entrusted to me in a responsible manner and will account for all money and property.
- b. I will not use CMS IT equipment, software or e-mail and social media platforms to encourage or engage in activity that contravenes this code of conduct.
- c. I will not use CMS IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

#### **5. Let's refuse to be compromised – performing our duties and conducting our private life in a manner that avoids conflicts of interest**

- a. I will declare any financial, personal or family (or close intimate relationship) interest in matters which may impact on the work of CMS.
- b. I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within CMS to any person with whom I have a financial, personal or family relationship.
- c. I will not give, offer or accept gifts, hospitality or remuneration from governments, communities with whom I work, donors, suppliers and other persons with the expectation or hope that an advantage or personal gain will be received, or to reward an advantage already given, show favouritism, other significant advantage, or to influence the outcome of any negotiation.

#### **6. Let's be responsible – upholding confidentiality**

- a. I will exercise due care in all matters of CMS business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information outside of the incident reporting process or unless legally required to do so.

## **Reporting concerns and complaints**

CMS personnel are required to report any concerns, incidents or abuse they are aware of, suspect or witness that appear to breach the standards contained in this Code of Conduct and bring it to the attention of the relevant manager. If they do not feel comfortable reporting to their line manager or mission manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate

manager or director. Safeguarding concerns should always be reported to the safeguarding manager. The person reporting concerns is protected by the CMS whistleblowing policy.

All personnel are expected to uphold this Code of Conduct and promote a safe and flourishing environment throughout CMS. They are also expected to co-operate with any internal or external investigation organised by CMS.

## Related policies

Please note that CMS has a number of other policies alongside this document, which include:

- Employee Handbook (on the intranet and shared drive)
- Mission Partner Handbook (on Moodle)
- Safeguarding policy (on our website)
- Safeguarding and Communication Policy (shared drive)
- Privacy policy (on our website)
- Whistleblowing policy (on our website)