

UNIVERSAL CODE OF CONDUCT

As servants furthering the gospel and providing spiritual leadership, we must continually consider how our actions and choice of lifestyle influences others. Scripture advises us to “train yourself to be godly . . . and set an example for others in speech, in life, in love, in faith and in purity” (1 Timothy 4: 7-12). We must live lives that are holy and consider the interests of others above our own. We are called to demonstrate moral conduct and godliness of character while at work and in our daily lives.

This Code of Conduct includes, but is not limited to, specific expectations of Staff and volunteers as we strive to accomplish our mission in light of our calling, values, and vision.

General Expectations:

1. Respect the personal dignity and worth of each individual.
2. Demonstrate honesty and the highest ethical and moral standards in all ministry, business, and personal dealings.
3. Act with responsibility for the well-being of others.
4. Humbly respect the authority of leadership.

Moral Expectations:

Refrain from criminal and immoral behaviors including, but not limited to, the following:

- any form of physical, verbal, sexual or mental abuse of minors or adults;
- any form of harassment in words or conduct or any unwanted advances or gestures that are harmful towards an individual. Harassment may be physical, verbal, or written.
- any criminal behavior deemed unlawful under local, state, or federal law;
- extra-marital sex, cohabitation, homosexuality, and any other acts of sexual intimacy outside the covenant of marriage;
- using inappropriate, sexually-oriented materials, including printed or Internet pornography;
- the illegal use of controlled substances and the abuse of alcohol, prescription, or over-the-counter drugs;
- separation or divorce;
- abortion;
- lying, cheating, or stealing;

Any type of abuse will not be tolerated and will result in immediate removal from Navigator responsibilities and possible termination. The Navigators will fully cooperate with authorities if allegations of criminal conduct are made and investigated.

I have read the Universal Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my termination.

I agree to comply with The Navigators' published policies and rules and related reporting procedures, including, but not limited to, those related to harassment of employees and any type of misconduct, of any known or suspected violations. If requested to do so, I will cooperate with any organization investigation of a possible violation of organizational policies and rules by providing complete and truthful information in an oral and/or written statement.

I understand and agree that compliance with this Form or with any of the materials I have received, including the Universal Code of Conduct, Child Protection Program, and related policies and procedures, does not guarantee or infer continuing employment. I further agree that The Navigators may modify these materials at any time, with or without advance notice to me, in its discretion.

Printed Name

Signature

Date



CHILD PROTECTION CODE OF CONDUCT

This Code of Conduct shall be signed by all Staff and formal volunteers.

CHILD PROTECTION CODE OF CONDUCT

It is the desire of The Navigators to provide the highest quality of ministry services available to minors. Our commitment as an organization is to promote and maintain a Christian influence for minors where biblical principles are taught, and which provides the basis for life relations. In doing so, The Navigators strives to offer a safe, nurturing, and empowering environment, which promotes growth for the minors who participate in our ministry.

To clarify our vision of how this shall be achieved, this Code of Conduct includes, but is not limited to, specific expectations of Staff and volunteers as we strive to accomplish our mission.

1. Minors shall be treated with respect at all times regardless of race, national origin, sex, disability, or religion.
2. Swearing or telling off-color jokes is not permitted.
3. The illegal use of drugs is prohibited.
4. The use of alcohol is prohibited in the presence of minors and as may otherwise be harmful to them, unless special cultural circumstances apply and the minor's parent(s) are present.
5. Inappropriately discussing sexual encounters or in any way involving minors in Staff's/volunteer's personal problems or issues is prohibited.
6. Inappropriate use or discussion of sexually-oriented materials, including printed or internet pornography, is prohibited. This includes accessing, displaying, or possessing pornography at any time on either organizational or personal property or equipment, or in any means that may be accessible to youth.
7. Personal, inappropriate secrets with minors are prohibited.
8. Wearing provocative and revealing attire must be avoided and dress should be appropriate for the context.
9. Erotic comments either blatant or veiled shall not be made about a minor's body.
10. Appropriate standards of affection shall be followed and private displays of affection shall be avoided.
11. Staff and volunteers shall not abuse minors in any way including, but not limited to, the following:

Physical Abuse: hitting, spanking, shaking, slapping, or unnecessary restraints

Verbal Abuse: degrading remarks, threat of personal safety, or cursing

Sexual Abuse: inappropriate touching, exposing oneself, or inappropriate sexually-oriented conversations

Mental Abuse: shaming, humiliation, or cruelty

Neglect: withholding food, water, shelter, or medical care

Any type of abuse shall not be tolerated. Allegations of abuse shall result in immediate removal from Navigator responsibilities and possible termination. The Navigators shall fully cooperate with authorities if allegations of abuse are made and a law enforcement or social services investigation is conducted.



CHILD PROTECTION CODE OF CONDUCT

12. Individuals who have been accused of child abuse must report and explain the circumstances to the appropriate Supervisor.

Specific expectations above refer to avoiding certain behavior in the presence of minors. There is no intention to imply that such behavior is necessarily appropriate outside the presence of minors. In some instances, engaging in the referenced behavior, no matter where, is prohibited by other Navigator policy. Persons signing this Code of Conduct are expected to be familiar with and to comply with other Navigator policies applicable to them.

I have read the Child Protection Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my immediate dismissal.

I declare that I have not engaged in or been convicted of physical abuse, sexual abuse, emotional abuse, or neglect against a minor or an adult. Further, if I have ever been the subject of a complaint, disciplinary action, or dismissal by an employer, Church, ministry, or other volunteer organization following an allegation of any such acts, or have been subject to an allegation of such acts by anyone other than law enforcement, I have notified appropriate personnel at The Navigators.

I agree to comply with The Navigators' published policies and rules and related reporting procedures of any known or suspected violations. If requested to do so, I will cooperate with any organizational investigation of a possible violation of organizational policies and rules by providing complete and truthful information in an oral and/or written statement.

I understand and agree that nothing in this Form or in any of the materials I have received, including the Universal Code of Conduct, Child Protection Program, and related policies and procedures is intended to create an express or implied contract. I further agree that The Navigators may modify these materials at any time, with or without advance notice to me, in its discretion.

Printed Name

Signature

Date

Field Staff Only (If Married):

Spouse's Printed Name

Signature

Date