



CODE OF CONDUCT

Welcome!

Our pastors, staff, and Board of Directors welcome you to the ministry at White Fields Church. It is a privilege for the entire staff to work together as a team that models Jesus to the world and moves His mission forward.

This handbook is for staff and volunteers at all levels of White Fields Church, & it has the full approval of the White Fields Church and Board of Directors. It is designed to acquaint you with White Fields Church and provide you with information about working conditions, and other policies affecting your volunteering. In addition, the Board and/or the Lead Pastor may elect to change, delete, or add policies at any time.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities and as a volunteer and outlines the programs and processes developed by White Fields Church to benefit our staff. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this handbook to help us ensure that all of White Fields Church's Personnel Resource policies procedures are administered as consistently & fairly as possible.

We at White Fields Church, believe you were created to bring glory to God the Father. Desire is the key to understanding the Purpose of God and making it your Purpose. Begin by asking God to reveal His Purpose to you. Ask Him to make you a son or daughter whose concern is for the honor and glory of his Father.

God bless you and welcome to the team!

Pastor Vic Fonov

GENERAL PROVISIONS

Handbook Conventions

This handbook contains the basic Personnel Resource policies, practices, & procedures for White Fields Church.

As used in this handbook:

- A. The words "shall" or "will" are understood to be mandatory in nature, & the word "may" as permissive in nature;
- B. The masculine gender includes the feminine gender;
- C. "Supervisor" means an individual with the authority to assign, direct, & review the work of a subordinate;
- D. "Immediate family" means the employee's family members who are currently residing in the employee's household.
- E. White Fields Church may/will be referred to as WFC.

Statement of Faith

All volunteers must be informed and hold a similar belief of WFC's Membership Covenant unless otherwise informed by the Lead/Senior Pastor.

Goals & Expectations

It is WFC's policy to implement fair & effective Personnel Resource policies & procedures, & to require all employees to serve WFC's best interests.

WFC expects all volunteers:

- A. To deal with church members, attenders & suppliers in a professional manner;
- B. To perform assigned tasks in an efficient manner;
- C. To be punctual;
- D. To demonstrate a considerate, friendly, & constructive attitude toward fellow employees;
- E. To adhere to the policies adopted by WFC.

WFC retains the sole right to exercise all managerial functions including, but not limited to, the rights:

- A. To dismiss, assign, supervise, & discipline volunteers;
- B. To determine & change starting times, quitting times, & shifts;
- D. To determine & change the size & qualifications of the workforce;

E. To determine & change methods by which its operations are to be carried out;

F. To determine & change the nature, location, services rendered, quantity, & continued operation of WFC

Equal Employment Opportunity

It is the intention of WFC to practice equal employment opportunity without regard to an individual's race, color, national origin, gender, or disability in application of any policy, practice, rule, or regulation. Functioning as a church, we can and do discriminate on the basis of religion & moral conduct including sexual lifestyles.

Employee Harassment

WFC is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and is free from all forms of intimidation, exploitation and harassment, including sexual harassment. WFC is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, advances made by someone from or in the work setting under any of the following conditions:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment;
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- C. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment;
- D. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities; or
- E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits & services, honors, programs, or activities available at or through WFC .

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:

- A. Unwanted sexual advances or propositions;
- B. Offering employment benefits in exchange for sexual favors;
- C. Making or threatening reprisals after a negative response to sexual advances;
- D. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age;
- E. Written or graphic material that denigrates or shows hostility or aversion toward an

individual or group because of race, color, gender, national origin, age, or disability & that is placed on walls, bulletin boards, or elsewhere on YOUR CHURCH premises, or circulated in the workplace;

- F. Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; &
- G. Physical conduct such as touching, assaulting, impeding or blocking movements.

Volunteers who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Office Administrator, or the Lead/Senior Pastor if the complaint involves the Office Administrator. Volunteers who observe conduct of a harassing nature are also encouraged to report the matter to the Office Administrator, or the Lead/Senior Pastor if the complaint involves the Office Administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, WFC reserves the right to fully investigate every complaint & to notify appropriate government officials as the circumstances warrant.

It is against WFC 's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Office Administrator, or the Lead/Senior Pastor if the complaint involves the Office Administrator, receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, & the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to & including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

PREMISES & WORK AREAS

Safety

Employees should report to the Office Administrator or their supervisor all observed safety & health violations, potentially unsafe conditions, & any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Office Administrator concerning safety & health matters. Appropriate recognition will be made by management to employees whose suggestions both are adopted & significantly enhance safety, reduce costs, or increase productivity.

Privacy

WFC provides resources to facilitate employees' contributions towards the accomplishment of its mission & reserves the right to examine all provided resources at any time & without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers, file cabinets, etc. These resources are the property of WFC, & are therefore not private.

Safeguarding Personal Property

Volunteers are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. WFC does not assume responsibility for the loss or theft of personal belongings, & employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

Solicitation & Distribution

WFC limits solicitation & distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to employee efficiency, can be annoying to employees & members & attenders, & can pose a threat to security.

Persons who are not employed by WFC are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity on WFC premises unless granted specific permission to do so by the Office Administrator.

The Office Administrator may authorize fund drives by employees on behalf of non-political charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, however, employees are not to be discriminated against because of their willingness or unwillingness to participate.

Employees may be permitted to engage in solicitation or distribution of literature only when pre-approved by the Office Administrator.

Parking

WFC provides parking facilities, when practical, for the benefit & convenience of its volunteers, members & attenders, & visitors. WFC supports carpooling & van-pooling as a community service & as a convenience & financial benefit for volunteers..

Volunteers who use the WFC parking lot do so at their own risk & should keep their cars locked while on the lot. WFC assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while in the parking lot.

Security

WFC makes reasonable efforts to provide security for its property, its employees, & authorized visitors to its premises. Employees are expected to know & comply with WFC's security procedures & are expected to report any violations or potential problems to the Office Administrator. Volunteers violating security procedures will be subject to discipline; &, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

Volunteers working in sensitive or high security jobs (such as bookkeeping or childcare) must meet any applicable special security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet &/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Volunteers are expected to exercise reasonable care for their own protection & for that of their personal property while on WFC premises & while away from the premises on WFC business. WFC assumes no responsibility for employee losses resulting from robbery or theft while away from the premises on WFC business.

Personal Behavior of Volunteers

Certain rules & regulations regarding volunteer behavior are necessary for the efficient operation of WFC & for the benefit & safety of all employees. As a religious organization, the conduct of volunteers on & off the job can impact WFC's mission. Conduct that interferes with operations, discredits WFC, or is offensive to members & attenders or fellow employees will not be tolerated.

Volunteers are expected at all times to conduct themselves in a positive manner so as to promote the best interests of WFC. Such conduct includes:

- A. Reporting to work punctually as scheduled & being at the proper work station, ready for work, at the assigned starting time;
- B. Giving proper advance notice whenever unable to work or report on time;
- C. Complying with all WFC safety & security regulations;
- D. Wearing clothing appropriate for the work being performed;
- E. Maintaining workplace & work area cleanliness & orderliness;
- F. Treating all members & attenders, visitors, & fellow volunteers in a courteous manner;

- G. Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to WFC's doctrinal stance or official policies; and,
- H. Performing assigned tasks efficiently & in accord with established quality standards.

The following conduct is prohibited & will subject the individual involved to disciplinary action, up to & including termination:

- A. Reporting to work under the influence of alcoholic beverages, legal and illegal drugs & narcotics or the use, sale, dispensing, or possession of alcoholic beverages, legal and illegal drugs & narcotics on WFC premises;
- B. The use of undue & unnecessary profanity or abusive language;
- C. Insubordination or the refusal by an employee to follow management's instructions concerning a job related matter;
- D. Fighting or assault on a fellow employee, members & attenders, vendors, or visitors;
- E. Theft, destruction, defacement, or misuse of WFC property or of another employee's property;
- F. Falsifying or altering any WFC record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping & receiving records;
- G. Threatening or intimidating management, supervisors, security guards, or fellow workers;
- H. Sleeping on the job;
- I. Failure to wear assigned safety equipment or failure to abide by safety rules & policies;
- J. Improper attire or inappropriate personal appearance;
- K. Engaging in any form of sexual misconduct (including, but not limited to the adoption of a homosexual lifestyle) or sexual harassment (see the following statement on *Personal Sexual Purity);
- L. Violation of WFC's policies on solicitation or distribution; and,
- M. Improper disclosure of confidential information.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all inclusive listing. Any questions in connection with this policy should be directed to the Office Administrator.

*Personal Sexual Purity

In an age where secular society is increasingly confused about sexual identity & sexual purity, WFC believes it is important that it be clear with its staff, missionaries, & employees about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity & consistent practice of sexual purity by WFC staff, missionaries, & employees, WFC cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised & enjoyed

only within the covenant relationship of marriage between one man & one woman. It is God's intention that those who enter marriage shall seek, in mutual love & respect, to live, one man & one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men & women, to any type of transsexual, transgendered or transvestite activities or relationships, &, because God's order intends the sexual relationship to be between male & female, to homosexual practice. It is God's expectation that the unmarried shall live pure & celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality & unrepentant sexual sin can have on the ministry of WFC, staff, missionaries, volunteers & employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for positions with WFC must acknowledge their agreement with this policy & commitment to abide by it.

***For further clarification see the "WFC Moral & Ethical Behavior Statement"*

****See also "WFC Social Media Policy"*

Volunteer Violence Prevention

Volunteers are to report all threats of violence as soon as possible to their supervisor.

Volunteers are to report all suspicious individuals or activities as soon as possible to their supervisor. If an employee hears a violent commotion, they are to call 911 immediately.

Volunteers shall cooperate fully with security personnel, law enforcement, & medical personnel responding to a call. Employees, only if qualified, may provide first aid to injured persons.

Personal Appearance of Volunteers

Each volunteer's dress, grooming, & personal hygiene should be appropriate to the work situation. Volunteers are expected at all times to present a professional, businesslike image to members & attenders, prospects, & the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with WFC. Radical departures from conventional dress or personal grooming & hygiene standards are not permitted.

The personal appearance of office workers & any volunteers who regularly engage with the public, parishioners or guest is to be governed by the following standards:

- A. Volunteers are expected to dress neatly & in a manner that is normally acceptable in similar business establishments.
- B. Hair should be clean, arranged & appropriate.
- C. Sideburns, mustaches, & beards should be generally presentable & appropriately trimmed.

- D. Suggestive, revealing & vulgar clothing is not acceptable.
- E. Volunteers shall avoid displaying *extreme or distracting piercings, gauges or tattoos that would distract or conflict from our purpose.

The personal appearance of volunteers who do not regularly engage with the public, parishioners or guests are to be governed by the requirements of safety & comfort, but should still be as neat & businesslike as working conditions permit.

Any volunteer who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, & repeated violations of this policy will be cause for disciplinary action.

* If & when necessary, the term “extreme” is to be defined by the Lead Pastor

Personal Use of Communications Systems

Volunteers should be particularly careful to exercise courtesy & thoughtfulness in using the telephone. A positive telephone contact with members & attenders can enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

- A. When answering the telephone, use a pleasant tone of voice, give the name of the department, & identify yourself (an example might be, “White Fields Church Accounting, this is John. May I help you?”);
- B. When a caller leaves a message, make sure it is recorded completely, correctly, & legibly, & given promptly to the appropriate individual.

Volunteers should not use WFC communication services & equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary WFC expense, & reduce productivity.

Conflicts of Interest

Volunteers are not to engage in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of WFC or its members & attenders.

STATEMENT OF HANDBOOK ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of WFC's Personnel Resource Policy & Procedure Handbook. I understand that it provides guidelines & summary information about its Personnel Resource policies, procedures, benefits, & rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, & comply with the standards that have been established. I further understand that WFC reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both WFC & I have the right to terminate the volunteer relationship at any time with or without cause, in compliance with the Personnel Resource Policy & Procedure Handbook, & that this volunteer-at-will relationship will remain in effect throughout my volunteering with WFC unless it is specifically modified by an express written agreement signed by me & the Office Administrator.

I further acknowledge that this volunteer-at-will relationship may not be modified by any oral or implied agreement.

Volunteer's Name (Please Print)

Volunteer's Signature

Date