

# **UNIVERSITY LUTHERAN CHURCH OF HOPE**

## **CODE OF CONDUCT AND ETHICS FOR EMPLOYEES AND ELECTED LEADERS**

September 5, 2007

## **ULCH CODE OF CONDUCT AND ETHICS**

University Lutheran Church of Hope (ULCH or “the congregation”) is a welcoming, Christian community of faith centered in God’s grace and called to demonstrate God’s love for the world. As a church, ULCH witnesses to the gospel not only in its proclamation but also by how it lives and acts. In order to live out its mission, ULCH relies upon employees and elected leaders to perform their duties in an ethical manner that befits their calling. To build trust and maintain credibility, it is vital that every ULCH employee and elected leader perform his or her duties with honesty and integrity. Each employee and elected leader shall thereby respect and comply with the standards of conduct contained in this code.

### **1. CONDUCT OF EMPLOYEES AND ELECTED LEADERS**

#### **1.1 Compliance with the Law**

All employees and elected leaders shall comply with all applicable laws and regulations.

#### **1.2 Compliance with ULCH Policies**

All employees and elected leaders shall comply with all ULCH Policies as implemented by the ULCH Vision and Governance Board. Copies of such policies shall be made available to all employees and elected leaders at the time of their institution, and at the time of any subsequent revisions. Current copies of such policies shall be provided to new employees at the time of hire, and to new elected leaders at the time of election.

ULCH Policies include, but are not limited to, the Child Protection Policy and the Confidential Information Policy.

#### **1.3 Alcoholic Beverages**

No employee or elected leader shall perform their duties if the employee or elected leader is under the influence of alcohol--i.e., the physical or mental abilities of the employee or elected leader are impaired.

#### **1.4 Illegal Drugs**

An employee or elected leader shall not possess, use, sell, distribute, or be under the influence of, any unauthorized substance while on ULCH premises or while conducting business on behalf of ULCH. An unauthorized substance is any illegal drug or illegal controlled substance, or any drug which has been legally obtained but is not being used in the prescribed dosage for prescribed purposes.

## **1.5 Firearms/Hazardous Materials**

Because the church is a place of sanctuary, the possession or use of firearms or other lethal weapons, ammunition, explosives or hazardous materials by an employee or elected leader on ULCH premises or while engaged in ULCH-related business off-premises is prohibited.

## **1.6 Copyrighted Material**

ULCH employees and elected leaders shall comply with all applicable laws and regulations concerning copyrighted material. This includes refraining from the reproduction of text and music without proper permission and attribution.

## **1.7 Internet and Email Usage**

Use of the ULCH computers and Internet by employees and elected leaders is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Examples of inappropriate conduct include, but are not limited to: use of inappropriate, offensive or abusive language in either public or private messages; unlawful activities; defamation; infringement of copyrights; misrepresentation of oneself or the church; logging on or accessing pornographic, sexually explicit, violent sites or materials; accessing gambling sites; initiating viruses; and sending messages that might result in congestion or disruption of networks and systems.

All programs, files, and e-mail are the property of ULCH. The use of church technology by employees and elected leaders is not private. ULCH reserves the right to monitor employees' and elected leaders' use of the Internet and/or church computers at any time. Employees and elected leaders must abide by security policies, procedures and guidelines, and are to refrain from practices which might jeopardize the church's computers, data, network, systems security or work in general. Employees and elected leaders must guard against computer viruses and security breaches of any kind.

## **1.8 Non-Discrimination**

ULCH believes that equal opportunity for all its staff, members, and visitors is important for the continuing life of our congregation. In accordance with State and Federal laws, ULCH staff and elected leaders may not discriminate against any staff member, applicant, member, or visitor because of race, color, creed, religion (except where religious affiliation is a bona fide occupation qualification), ancestry, national origin, gender, sexual orientation, disability, age, familial relationship, marital status, veteran status, membership or activity in a local commission, or status with regard to public assistance.

## **1.9 Harassment**

Employees and elected leaders must not harass other employees, other elected leaders, volunteers, or ULCH members and visitors. This includes ULCH's prohibition against sexual harassment of employees, volunteers, members or visitors. Sexual harassment includes unwanted sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

## **2.0 Fraternization**

ULCH encourages positive working relationships between employees and members of the congregation. Sometimes these relationships also involve socializing or fraternization inside and outside the workplace. These activities can build better communication and trust between employees and members, but they can also result in actual or perceived (whether justified or not) conflict of interest, manipulation, lack of objectivity, favoritism, lowered morale, and other problems for the employee and member.

For this reason, ULCH employees and elected leaders are expected to use good judgment and maintain appropriate personal and professional boundaries when fraternizing or socializing with ULCH members outside of ULCH-sponsored activities.

## **3. ULCH ASSETS AND INFORMATION**

### **3.1 ULCH Assets and Property**

Employees and elected leaders should strive to be good stewards of the congregation's resources, using best business practices, protecting and conserving ULCH assets and property and promoting their efficient use.

### **3.2 ULCH Information**

Confidential ULCH staff and member information should be released or used only as authorized by the ULCH Confidential Information Policy.

### **3.3 Recordkeeping**

ULCH employees and elected leaders shall maintain accurate financial records and accounts in order to ensure legal and ethical business practices and to appropriately safeguard the congregation's resources. All ULCH accounting records, and the reports produced from those records, shall be kept and presented in accordance with all applicable laws and generally accepted accounting principles.

## **4. CONFLICTS OF INTEREST**

### **4.1 Obligation to ULCH**

In carrying out their tasks and responsibilities, employees and elected leaders shall act in the best interests of ULCH. They shall not act for their own self-interest or profit, monetary or personal gain.

## 4.2 Identification of Conflicts

Employees and elected leaders should avoid any situation that might give rise to an actual or perceived conflict of interest. Conflicts of interest may arise when considerations of gain or benefit to an employee or elected leader conflict with or appear to conflict with the obligation of the employee or elected leader to serve ULCH's best interest. A conflict or potential conflict of interest should be reported to the Vision & Governance Board as soon as it is discovered.

## 5. **OUTSIDE ACTIVITIES**

### 5.1 **General**

An employee's activities outside the workplace, including any outside employment, should not interfere with the full and proper discharge of the employee's duties and responsibilities, or be incompatible with the employee's duties and responsibilities.

## 6. **POST EMPLOYMENT AND LEADERSHIP ACTIVITIES**

### 6.1 **Non-public Information**

An employee's and elected official's duty to maintain the confidentiality of information (as defined in the ULCH Confidential Information Policy) continues after his or her employment or leadership role ends. Employees and elected officials must leave all ULCH documents, files, computer diskettes, reports and records containing confidential non-public information, and all copies of such information, with ULCH when their employment or leadership ends.

## 7. **VIOLATIONS**

### 7.1 **Disciplinary Action**

Any employee who violates any provision of this Code is subject to disciplinary action up to and including termination of employment. Any elected leader who violates any provision of this Code is subject to disciplinary action by the Vision and Governance Board, up to and including removal from office.