

One Mission Society Inc

Conduct Policy

Alcohol:

While recognising OMS' holiness tradition rules against the use of alcoholic beverages at any time, OMS Australia must also recognise the widespread cultural acceptance of responsible drinking in Australia and therefore can allow responsible drinking when socially appropriate but absolutely forbid the use of alcohol for the purpose of being affected. In this matter, OMS Australia defines 'recreational' as alcoholic consumption for the purpose of being affected. Candidates and members will be made aware of prohibition default and advised of the stance taken by their field/future field of service, which is set in regard and sensitivity to local, cultural issues.

Physical Morality:

OMS Australia claims a Biblical view of marriage; Biblical being defined as one man and one woman. (Genesis 2:24) *That is why a man leaves his father and mother and is united to his wife, and they become one flesh.* Before God, sexual relations are an integral part of marriages. A marriage that honours God is one that pursues holiness, and therefore, promotes healthy families. OMS members are committed to affirming a biblical view of marriage and commit to abstain from any sexual contact outside of this.

Code of Conduct:

OMS members and committed volunteers will:

- Conduct themselves in a manner that honours God and his Church
- In financial matters, act with scrupulous honesty when handling monies on behalf of OMS, its projects or missionaries.
- Conduct all personal relations in a godly manner, acting with respect, love and truthfulness toward all, regardless of position, race, gender or religious opinion.

In order to guard against temptation, misunderstanding, and abuse, whether intentional or otherwise, OMS Australia notes and must address the need for a high standard of office conduct. OMS office staff will relate to each other with a high level of respect and understanding in regards to differing cultural norms when it comes to physical touch between members of the opposite sex.

Any rooms with no visual access will be kept open at any time one male and one female are in a room together or any time an adult is in a room alone with a child not their own.

Members will also refrain from any conversation regarding sex or sexual attraction with members of the opposite set not their spouse.

- Speak in an uplifting manner, with pure motive and vocabulary. Respect will be given to differing cultural norms when it comes to the use of nick names or pet names.
- Seek to pursue reconciliation when conflict or division occurs.
- Be truthful, actively avoiding exaggeration and misrepresentation.
- Respect the authority of those to whom they are responsible within OMS and agree to abide by the policies and practices of OMS.

SECTION 1410 – BULLYING AND HARRASSMENT

Equal Employment Opportunity (EEO) & Anti Bullying Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by One Mission Society Australia Inc.

It also applies for all recruitment, selection and promotion decisions.

The objective of One Mission Society Australia Inc.'s Equal Opportunity Policy is to improve business success by:

- attracting and retaining the best possible employees
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

One Mission Society Australia Inc. is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct discrimination occurs when someone is treated unfavourably because of a personal characteristic that is protected under Victorian law.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature which could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

One Mission Society Australia Inc. provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

- age
- breastfeeding
- carer status
- disability
- employment activity
- industrial activity
- marital status
- parental status
- personal association with someone having any of these characteristics
- physical features
- political activity/belief
- pregnancy
- race
- religious activity/belief
- sex

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Reasonable adjustments

Reasonable adjustments are changes that allow people with a disability to work safely and productively.

One Mission Society Australia Inc. will make reasonable adjustments for a person with a disability who:

- applies for a job, is offered employment, or is an employee, and
- requires the adjustments in order to participate in the recruitment process or perform the genuine and reasonable requirements of the job.

Examples of reasonable adjustments can include:

- reviewing and, if necessary, adjusting the performance requirements of the job

- arranging flexibility in work hours
- providing telephone typewriter (TTY) phone access for employees with hearing or speech impairments
- purchasing screen reading software for employees with a vision impairment
- approving more regular breaks for people with chronic pain or fatigue
- buying desks with adjustable heights for people using a wheelchair.

When thinking about reasonable adjustments One Mission Society Australia Inc. will weigh up the need for change with the expense or effort involved in making it. If making the adjustment means a very high cost or great disruption to the workplace, it is not likely to be reasonable.

In some cases One Mission Society Australia Inc. can discriminate on the basis of disability, if:

- the adjustments needed are not reasonable, or
- the person with the disability could not perform the genuine and reasonable requirements of the job even if the adjustments were made.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your supervisor or manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager. Employees may also lodge a complaint with the Victorian Equal Opportunity and Human Rights Commission, the Australian Human Rights Commission, or take action under the *Fair Work Act 2009*.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene One Mission Society Australia Inc. EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.

2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of One Mission Society Australia Inc. policies) then the manager should:
 - act promptly
 - maintain confidentiality
 - pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

[Procedure: To investigate a complaint](#)

When a manager investigates a complaint, they should follow this procedure.

1. Do not assume guilt.
2. Advise on the potential outcomes of the investigation if the allegations are substantiated.
3. Interview all directly concerned, separately.
4. Interview witnesses, separately.
5. Keep records of interviews and the investigation.
6. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
7. Listen carefully and record details.
8. Ensure confidentiality, minimise disclosure.
9. Decide on appropriate action based on investigation and evidence collected.
10. Check to ensure the action meets the needs of the complainant and One Mission Society Australia Inc.

11. If resolution is not immediately possible, refer the complainant to more senior management. If the resolution needs a more senior manager's authority, refer the complainant to this manager.
12. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- additional training for the perpetrator or all staff, as appropriate
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)

SECTION 1420: WORKING WITH CHILDREN

MOLESTATION, ABUSE & HARASSMENT PROTOCOL **SMALL ORGANISATION**

MANAGEMENT STATEMENT

One Mission Society Australia deplores acts of sexual molestation, abuse and other forms of harassment and holds firmly to the Christian belief that all children and others deserve to be treated with dignity and in safety.

1. **One Mission Society Australia** is committed to providing a safe and secure environment for all its members, leaders, helpers and children.
2. **One Mission Society Australia** must ensure the protection of all children and others from sexual abuse, molestation, harassment, physical abuse, emotional abuse and neglect.
3. **One Mission Society Australia** must comply with all relevant state and territory legislation regarding molestation, abuse and harassment as a minimum standard of behaviour.

LEADER CRITERIA 1: WORKING WITH KIDS CHECKS

1. It is a standing requirement that all existing personnel, involved in any ministry dedicated to children- including leaders, helpers and candidates for either paid or unpaid positions at **One Mission Society Australia** be able to clearly demonstrate the highest ethical standards and have a clean police record and working with Children Check.

LEADER CRITERIA 1: PERSONNEL SELECTION

1. All leaders will be appointed by a One Mission Society Director or Ministry / Programme Coordinator.
2. All Pastoral care workers will be appointed by the ECC National Coordinator as nominated by the Mission Society Director or Ministry / Programme Coordinator, and should be recognized members of the Multiply Disciples programme.
3. Existing and prospective personnel are to be given a copy of this protocol, the behavior code of conduct and must show that they fully understand and agree in writing to comply with its terms.
4. Known offenders must not be allowed to work with children under any circumstance.
5. Leaders involved in children's ministry must be carefully screened and selected.

LEADER CRITERIA 1: TRAINING / REVIEW

1. All leaders (including paid & volunteers) must have a formal performance review at least every 2 years. During this time, the following must occur:
 - A. Policy checks are updated
 - B. Code of Conduct / refresher training must be updated
 - C. Performance must be reviewed, and written records kept

SUPERVISION/ PROCEDURES

1. It is essential that all management and leaders create a reporting-friendly environment that encourages open reporting of any incident even remotely linked to inappropriate behaviour.
2. Improper behaviour to be avoided would include, but not be restricted to such things as:
 - a. Improper touching or fondling
 - b. Improper language and innuendos
 - c. Suggestive clothing and self-presentation
 - d. Recording or filming without prior consent
 - e. Acts of violence, humiliation or intimidation
3. Two leaders must always be present when working with or supervising children.
4. Any 'helpers' must be supervised by a leader at all times and will be accountable to that leader.

5. Helpers who are placed on a roster, or who volunteer more than a twice per year are considered leaders and must go through the Personnel Selection procedure. Helpers who are children are not subject to this rule.
6. When transporting a child there may be no unscheduled deviations from origin to destination and no unscheduled stops. Transporting of children may not be done without prior parental consent. Where practical all child transportation should be done with either two adults present or more than one child present. One on one child / adult transportation should be seen as a last resort when other options have been explored.
7. Personnel should avoid one-on one counseling with children or members of the opposite sex. It is preferable to have two people present.

RESPONSE PLAN

1. Following any allegation of abuse, a detailed report must be submitted immediately to a senior responsible member, who will then consult the appointed independent responsible person.
2. Allegations of child abuse must be reported to the police who will conduct the investigation.
3. Allegations of adult-to-adult abuse (except rape) must be treated seriously and thoroughly investigated by the appointed senior independent responsible person.
4. Our insurance broker / agent / Insurer must also be advised immediately of any allegation of abuse.

SECTION 1440: EXTERNAL CONDUCT STANDARDS

OMS commits to upholding the External Conduct Standards required by the Australian Commission for Not for Profits and Charities.

As such,

OMS Australia will only partner with overseas entities which –

- Operate on not for profit basis and maintain local registration – with evidence provided to OMS.
- Have values which agree with OMS Australia's core values as stated above – and evidenced by signing agreement to our core values.
- Are able to show annual expenditure budgets which reflect the use of funds consistent with the core values of OMS Australia and detail how funds will be used.
- Are able to show evidence that donated funds were used in accordance with presented budgets.
- Have signed a Project Partner Conduct Standards Agreement. With OMS Australia

OMS Australia will maintain an annual record which tracks –

- A list of project partners, activities conducted, expenditure, affirmation of receipt of agreement, and details of any claims of inappropriate behavior.

OMS Australia will assist its project partners in understanding and implementing good policy and procedure to ensure the safety of vulnerable persons by providing an annual reminder of ways to meet standards.