



Code of Conduct Policy

E/2.1

Purpose

The purpose of this policy is to uphold and reflect the values which are aligned with the strategic purpose of the Synod Office, as we strive to enable, equip, and encourage a renewing and growing Church across Queensland. This policy serves as a guiding framework for all our lay employees and ministry agents, outlining the expected standards of behaviour and professional conduct that align with our commitment to fostering a safe, respectful, and productive working environment.

In our pursuit to nurture a thriving and renewing Church community, the Code of Conduct stands as a testament to our dedication to integrity, respect, and ethical behaviour. It is designed to ensure that every member of our community conducts themselves in a manner that not only adheres to the legal and ethical standards but also resonates with our broader goal of creating an inclusive, supportive, and empowering environment for all.

Through this policy, we aim to instil a culture of accountability and respect, enabling our staff and ministry agents to contribute effectively to our mission while fostering a sense of belonging and purpose within the Church. It is a crucial step in our journey towards achieving a renewing and growing Church, ensuring that our actions and interactions reflect the values and vision at the heart of our Synod.

Scope

This policy applies to employees, ministry agents, volunteers, and contractors engaged within the bounds of the Synod Office.

Policy

Who is the Synod Office?

The Synod Office is an entity of the Uniting Church, responsible for providing operational expertise and centralised business and support functions. We are:

- *Mission-driven:* Entering more deeply into the faith and mission of the Church in Australia
- *Service-oriented:* Practicing servant leadership, driven by a clear vision and purpose
- *Relationally-focussed:* Effective collaboration and support within the Synod and the wider Church in pursuit of our shared values.

Our Vision

Our Vision is one that is shared across the Queensland Synod as we journey towards the ambition of a “shared life and flourishing communities”. Our vision brings clarity to the ultimate goal we seek to achieve. It is brought to life through our strategy and anchored around our purpose.



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- *We are one church active in every Queensland community, bearers of Christ's offer of life in all its fullness. Throughout our shared life we are committed to a flourishing future for church and community.*

Our Purpose

By contributing our individual expertise, each one of us makes the church and our communities a better place.

- *The Synod Office's purpose is to enable, equip and encourage a renewing and growing Church across Queensland.*

Our Values

The Synod Office values are non-negotiable for the Synod Office and are based on our foundational principles and they guide our interactions and shape how we build our relationships. They are meaningful and powerful when they show up in everything we do. The values are:

- *Be Gracious*
- *Explore Beyond Your Assumptions*
- *Contribute Confidently*
- *Actively Seek Solutions*
- *Embrace an Abundant Future*

To support the definition of each value, a Culture Playbook is issued to everyone on commencement. The playbook provides further information on each value; how we demonstrate the values in our work, what the value sounds like; how the values makes us feel; what is inconsistent with the values. Mission Support Enterprises may also identify how they demonstrate the values in their unique workplace or industry. Within the context of the Synod Office's strategic plan and culture, these values are the foundation for our guiding philosophy of "***We are better together***".

Values-Based Behaviour

Be Gracious

When we are gracious, we work with authenticity and compassion to build trusted relationships. We show respect and we value each other's differences and contributions. We demonstrate genuine care for each other's wellbeing and a generosity of spirit in all our interactions.

Explore Beyond Your Assumptions

While we are experts in what we do, we recognise that we must be curious to seek new perspectives that take us out of our comfort zone to a place of greater understanding. When we do this, we remove



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bias, we engage others, we see opportunities, we problem solve and are able to take considered and bold action to have the best impact.

Contribute Confidently

We are accountable for our work, the way we work and for the impact we have on others. We are not afraid to do great work and recognise the great work and contributions of others. We honour our commitments; we work consistently well and we share our ideas and opinions with confidence and without fear of reprisal.

Actively Seek Solutions

We identify the roadblocks to our success in our everyday work. We promptly address issues and focus on win/win outcomes. We focus on solutions and ways to work more effectively together. We learn from our mistakes and come up with better ways to evolve our valuable services and contributions.

Embrace an Abundant Future

We understand our role and our contribution to the broader vision and purpose of the Queensland Synod and the Synod Office. We strive to make a difference to our team, the Synod Office, and those we serve by focusing on what's possible. We acknowledge and celebrate our success and the impact we have in our communities. Together we are ensuring the sustainability and impact of our work.

Synod Office Professionalism

Our people are expected to conduct themselves in a professional manner at all times. This includes the following requirements

Code of Ethics and Ministry Practice

The code states that it is to be applied within the faith and unity of the church as described in the *Basis of Union* and the context of the Constitution and Regulations of the church which state the church's requirements in relation to the conduct and accountability of its Ministers.

Professional membership

Some positions require the incumbent to maintain membership of a professional body. Compliance with the professional body's code of ethics (or similar) is expected to ensure professional integrity.

Additional work

Employees, contractors and volunteers may from time to time engage in additional paid or unpaid work outside their responsibilities with the Uniting Church in Australia, Queensland Synod.



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Any work that may impact the performance of an employee in a current role, such as consistent time commitments during work hours, needs to first be negotiated with the relevant Executive of the employees functional area. This must be reported to the General Secretary.

Any work that may pose an actual, perceived or potential conflict of interest with their responsibilities to act objectively or in the interests of the Queensland Synod must be disclosed to the General Secretary who may direct that such work is unable to commence or continue where the conflict cannot be satisfactorily managed.

The Code of Ethics and Ministry Practice allows a ministry agent to occupy ministry positions in any of the Councils of the Church as part of their responsibility to promote and maintain the Church as a missional community. However, should the ministry agent engage in other duties (paid or unpaid) which would pose an actual, perceived or potential conflict of interest with their responsibilities to act objectively or in the interests of the Church, the other duties must be disclosed to the General Secretary.

Out of Hours Conduct

While all employees, ministry agents, contractors and volunteers have a right to privacy; Criminal or otherwise inappropriate conduct occurring outside of their engagement with the Uniting Church in Australia, Queensland Synod will be managed by the E4.1 Performance Policy and its underlying procedures.

Social Media

Social media is used to connect the Uniting Church in Australia, Queensland Synod with communities and congregations, clients of congregational services, potential lay staff and volunteers. The Secretariat Team will oversee all Synod Office accounts and can provide advice in the use of approved social media accounts by congregational councils or presbyteries.

You are personally responsible for the content you publish in a personal capacity on any form of social media platform. When in doubt, you should seek guidance from the Communications Team on how to comply with the following obligations.

Where your comments or profile can identify you as an employee from The Uniting Church in Australia, Queensland Synod, you must:

- Be polite and respectful to all people you interact with
- Adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws.

You must not:

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order or is otherwise unlawful.



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- Imply you are authorised to speak on behalf of the organisation.
- Use the identity or likeness of another employee, contractor, or other member of the organisation.

Work Attire

The following general guidelines apply to work attire:

- **Safety Considerations:** Certain roles or work environments may require specific attire for safety reasons. Employees should adhere to any additional safety-related dress code policies communicated by management.
- **Personal Expression:** While we encourage individuality and personal style, it should not infringe upon a professional and respectful work environment.
- **External Interactions:** Employees should consider the dress code expectations of external partners, clients, or events, and dress accordingly to maintain a positive and respectful images.

Responsibilities

Employees and Ministry agents are responsible for their behaviour and actions at all times and are required to comply with the code of conduct by:

- Not engage in serious misconduct such as abuse, theft, fraud or falsifying records/document
- Not engage in bullying, violence, harassment or any other forms of victimisation
- Declare and update conflicts of interest
- Use social media in a way which does not compromise the Synod Office's reputation and does not include derogatory, shaming or other personal attacks towards or about employees, ministry agents, volunteers, contractors or people/bodies that we serve
- Prevent and respond to unlawful discrimination against other employees, ministry agents, volunteers, contractors or people/bodies that we serve
- Perform duties in a safe and competent manner in accordance with work, health and safety policies and procedures, and relevant work, health and safety legislation
- Take care not to put ourselves or others at risk or to reduce their ability to carry out their duties through unsafe practices, inappropriate behaviours or the misuse of alcohol or drugs
- Act to prevent, identify, respond to and report work, health and safety risks



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- Exercising care and diligence in the performance of work to respond appropriately to potential risks and compliance obligations within the sphere of control.

Employees and ministry agents behaviour and actions are not limited to the above-mentioned items, and are required to be compliant with any derivative that may arise from any organisational policy.

Breach of Code of Conduct

The individual(s) who breach this policy will be managed based on the E4.1 Performance Policy and its underlying procedures.

Related Documents

E/4.1 Performance Policy

E/3.1 Recruitment and Selection

E/3.1.1 Establishment Management Procedure

Culture Playbook

Definitions

Term	Definition
Synod Office	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Synod Office including Uniting Early Learning, Trinity College Queensland, Raymont Residential College, and the Alexandra Park Conference Centre.
The Uniting Church in Australia, Queensland Synod (also called we or us or the Church):	Means the functions and activities of the Uniting Church in Australia: <ul style="list-style-type: none">• Within and in relation to the bounds of the Queensland Synod and• Outside the bounds of the Queensland Synod (where managed by parts of the organisation located within the bounds of the Queensland Synod), under the Uniting Church in Australia Act 1977 (Qld).
Criminal or otherwise inappropriate conduct	Refers to actions, behaviours, or activities that are either illegal or socially unacceptable due to their violation of laws, regulations, ethical standards, or societal norms. These actions can have varying degrees of severity and



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	consequences, ranging from minor infractions to serious criminal offenses.
Social Media	Social media is considered to be content created by people using highly accessible and scalable publishing technologies.
Ministry agents	Includes Uniting Church in Australia candidates, community ministers, deacons, deaconesses, interns, lay pastors, ministers of the word, pastors, youth workers and ministers from other denominations serving in approved placements in the Queensland Synod.
Out of Hours	Time period outside of their regular working hours or the official business hours of the company. During these hours, employees are typically not expected to be on duty, perform work-related tasks, or be available for work-related responsibilities

Revisions

Document number		E/2.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	17/1/2025	Gen Sec	17/1/2025	People and Culture	People and Culture Manager
Next scheduled review		30/06/2026			