



Upstate Homeschool Co-op

CODE OF CONDUCT

- 1. Inclusions.** Upstate Homeschool Co-op's (hereinafter referred to as UHC) Code of Conduct is rooted in its sincerely held religious beliefs consistent with UHC's [Statement of Faith](#).
- 2. Personal Conduct.** All employees (teachers and staff) connected with UHC shall hereinafter be referred to as "ministry community members" because UHC is a religious organization seeking to glorify God by providing spiritual, social, emotional, and academic enrichment to the homeschool families in our community. It is expected that all such ministry community members will conduct themselves in a manner consistent with Biblical standards, values, and character. Members should conduct their personal affairs so that they reflect favorably upon the Christian beliefs and mission of the ministry. The use of common sense, good ethical standards and discretion will guide all who are called as ministry community members. Failure to maintain the Biblical viewpoints set forth in UHC's Statement of Faith is subject to discipline, up to and including termination, from UHC.
- 3. Rules of Conduct.** In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Ministry community members are expected to become familiar with and abide by the standards outlined in this Code of Conduct and Statement of Faith. The purpose is to maintain a community environment that protects the physical safety and dignity of each community member without placing unreasonable restrictions on anyone.

Ministry community members are expected to model appropriate behavior, language, and relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves others and practices reconciliation. Ministry community members shall maintain appropriate attitudes of concern for others. Problems concerning ministry community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up to the appropriate supervising Director (i.e. Divisional Director then to Executive Director). Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our ministry's functions. Ministry community members are expected to operate within their respective roles.

In summary, Christian ethics demand that ministry community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this ministry.

- 4. Inappropriate Conduct.** Violation of UHC's Code of Conduct and Statement of Faith may result in an oral warning, a written warning, and/or termination of a member's role in the ministry community at UHC. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from UHC's ministry community. Set forth below are some examples of misconduct which will not be tolerated by UHC. This list is not exhaustive and examples are not listed in order of seriousness.

- Falsification of personnel and/or student records and information or other ministry records or committing a fraudulent act or a breach of trust under any circumstances.
- Engaging in any activity that goes against the Statement of Faith as determined by the Executive Director and/or The Board of Directors.
- Engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman or dating, or otherwise becoming romantically involved with, anyone under legal age.
- Engaging in criminal conduct that includes but is not limited to the deliberate damage or destruction of any ministry property or the property of any ministry community member.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervising Director.
- Dressing immodestly or inappropriately as defined by UHC's Dress Code (including dressing in such a way as to willfully reject one's biological sex).
- Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the ministry including engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman and rejection of one's biological sex.
- Using abusive language including unlawful harassment (sexual or otherwise) at any time with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline.
- Violation of health, safety, emergency, or security procedures.
- Violation of any UHC policy, rule, or procedure.

By signing below, the ministry community member acknowledges:

- Questions regarding any uncertainty about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the ministry, the community member should ask their supervising Director.
- All employees must read, understand, and agree to abide by the Code of Conduct.
- UHC reserves the right to discipline accordingly for any violation of the Code of Conduct.
- Understands that this ministry only hires staff members and employees who agree with its sincerely held religious beliefs consistent with the Statement of Faith and agree to abide by its Code of Conduct which is rooted in its beliefs and which this ministry believes reflects a relationship representative of a walk with Christ.

Employee:

Signature of Employee

Date

Printed Name of Employee