

Ozark Baptist Church

CODE OF ETHICS AND CONDUCT STATEMENT

Ozark Baptist Church believes it's very important to be clear with their staff about its expectation that they uphold the highest of Biblical standards of conduct, personally and professionally.

Ozark Baptist Church is a Christian organization, committed to the advancement of Christian principles, and establishes a Code of Conduct reflective of its belief.

Violation of this Code of Conduct may result in immediate termination without advance notice.

We have the right to decide on the appropriate action. We may consider:

1. The seriousness of your conduct,
2. Your employment record,
3. Your ability to correct the conduct,
4. Actions we have taken for similar conduct by others,
5. And how your action affects the ministry and other circumstances.

Ozark Baptist Church reserves the right to terminate any employee for reasons not stated in this statement. An employee may be discharged immediately for violating church policies. Examples of reasons considered justification for immediate action would include, but are not limited to:

1. Revealing confidential information concerning the church members, employees or guests.
2. Stealing church property, coworkers property or any other person's property.
3. Refusing or deliberately failing to carry out a reasonable instruction of your supervisor.
4. Intentional falsification of an employment application, timesheet, expense claim or other church documents.
5. Using church equipment, personnel or facilities to falsify documents or information.
6. Failure to get along with coworkers to the point that morale and productivity suffer.
7. Failure to follow work rules
8. Violation or disregard of an established security policy or practice of the Security Team guidelines.
9. Professional or personal misconduct detrimental to the rights or safety of coworkers or members.
10. Failure to report for work without calling or without an excused absence.
11. Behavior indicating abuse of alcohol or controlled substances, either illegal or prescribed.
12. Violation of Ozark Baptist Church's Code of Ethics and Conduct Policy.
13. Personal conduct of a verbally or physically abusive nature.
14. Indictment or conviction of a felony.
15. Excessive tardiness or unauthorized absences.
16. Arguing and/or fighting with coworkers, members or guests.
17. Using or possessing alcohol or illegal drugs at work or coming to work under the influence of alcohol or illegal drugs.
18. Using abusive language at work.
19. Failing to carry out reasonable job assignments.
20. Violating church rules and/or Biblical Principles adopted by the church.
21. Unlawful discrimination or harassment.
22. Misuse or disregard to care, cleanliness, or maintenance of church facilities, property or equipment.

23. Using church property or equipment for the employee's personal use without the prior consent of the church.

24. Sexual misconduct in violation of Biblical principles described in this Code or those that are in violation of federal, state and local law.

It should be stressed that the above items are examples of serious misconduct and the list is not intended to be all inclusive. Employees agree to attempt to resolve differences with others by following the Biblical pattern of Matthew 18:15-17.

PERFORMANCE IMPROVEMENT PLAN

While Code of Conduct violations may result in immediate termination, issues of performance will be addressed using a Performance Improvement Plan. Should the employee's performance be found wanting, the Pastor or Personnel Committee may address the issue using a Performance Improvement Plan.

- Verbal Warning: Pastor or Personnel Committee will address the performance issue verbally to encourage improved performance and discuss strategies to improve.
- Written Warning: Should a performance issue continue following a Verbal Warning or if the performance issue is severe enough, the Pastor or Personnel Committee will address the issue with a Written Warning. The goal of the Written Warning is to define the performance issue and expectations to improve performance in writing.
- Final Warning: Should a performance issue continue following a Written Warning or if the performance issue is severe enough, the Pastor or Personnel Committee will address the issue with a Final Warning. This Final Warning will be accompanied by a Performance Improvement Plan, which will define the performance issue and detailed expectations to improve the performance. The employee on a Performance Improvement Plan will meet with the Pastor or Personnel Committee at intervals determined appropriate in the Performance Improvement Plan to evaluate progress. Should the terms of the Performance Improvement Plan not be fulfilled by the employee at the conclusion of the Performance Improvement Plan's duration, the employee is subject to termination.

Affirmation of the Code of Ethics and Conduct and Performance Improvement Plan are a requirement for employment with Ozark Baptist Church.

I acknowledge that I have received, read and understand the Code of Ethics and Conduct and Performance Improvement Plan of Ozark Baptist Church. I understand that failure to comply

with this statement could result in disciplinary action up to and including termination of employment.

Job Title:

Date:

Signature:

Print Name: