

## **Canberra Austral-Asian Christian Church (CAACC) Code of Conduct**

We, the Canberra Austral-Asian Christian Church (CAACC), commit ourselves to a standard of responsible and ethical behaviour which is expected in our church and will bring honour and glory to God. Our code is underpinned by trust and a belief that everyone should be treated with respect and dignity.

This Code of Conduct gives guidance to all CAACC members about what practices (actions) are supported and what practices are NOT condoned. It should be viewed alongside the CAACC Child Safety Policy, adopted 4 August 2019, which must be followed by every person involved in ministry in CAACC.

The Code of Conduct is not exhaustive and does not foresee every set of circumstances that may arise across the variety of CAACC events and activities.

The Code of Conduct should be viewed as an educational guide to the principles that help inform what is appropriate conduct.

The Code of Conduct values the social, relational and interpersonal safety and wellbeing of people of all ages. The Code of Conduct also values the role of leaders and mentors by prompting transparent, accountable relationships that promote trust and confidence in the CAACC.

Breaches to the Code of Conduct will be responded to in a manner appropriate to the severity of the breach but that also offers the opportunity for individuals to find a godly and appropriate pathway to see their issues and concerns addressed. Refer to **Appendix A: Process for managing breaches to the Code of Conduct**.

We, CAACC, value:

Respect, Trust, Integrity, Honesty, Humility, Support, Compassion, Community, Forgiveness and Reconciliation, Generosity and Thankfulness, Equality and Inclusiveness, Justice, Service and Stewardship, Peace and Confidentiality.

We commit ourselves to living out these values in all areas of our lives in order to love each other (John 15:12), and to live with Christ in our hearts and minds (Colossians 3:1-2).

We commit ourselves to:

1. Conduct ourselves at all times in a manner that honours God and His Church.
2. In all financial matters act with scrupulous honesty and publically account for all monies handled by us on behalf of others.
3. Endeavour to conduct all personal relations in a godly manner, acting with respect, love, integrity and truthfulness toward all those we seek to associate, irrespective of their race, gender, position or religious position.
4. Where grievances occur and a resolution is not forthcoming, that we will seek additional assistance. We will seek every effort to pursue reconciliation following biblical principles when conflict or division occurs. Issues pertaining to criminal actions, bullying or sexual misconduct will be handled in accordance with CAACC policies and we will report to the Police as required by law.

5. Be diligent in providing each other with information and resources to fulfil our roles and be mindful of the expectations others have of us.
6. Be truthful and honest in our communication with each other. We will be willing to share our reflections, concerns and ideas with each other.
7. Be loyal in our support of each other and other church members. We may express our opinions robustly but understand that once collective decisions have been reached we support the outcomes.
8. Actively promote:
  - a. A safe environment where abuse of any nature is neither tolerated nor able to take place.
  - b. A safe environment where bullying of any kind is neither tolerated nor able to take place. Bullying can include:
    - i. Exclusion from a group or activity
    - ii. Intimidation
    - iii. Extortion
    - iv. Use of digital devices to harass
  - c. A safe environment where harassment is neither tolerated nor allowed to take place. Harassment is unwelcome conduct whether intended or not which makes another person feel offended, belittled, threatened which may occur through a single incident or a series of incidents over a period of time. Harassment can include:
    - i. Unwelcome physical contact
    - ii. Gestures or language that could give offence including unwarranted shouting
    - iii. Unjustified or unnecessary comments about a person's attributes or abilities.
  - d. A safe environment where potential conflicts of interest are discouraged, including in financial matters (such as commercial dealings, borrowings, or joint investments)

Responsible People: The Board of Elders accepts ultimate responsibility for ensuring the safety for all attendees of the CAACC. Appointed Risk Management Officers are responsible for the overseeing and integration of the Code of Conduct and ChildSafe SP3 into the CAACC, and report quarterly to the Board of Elders. Risk Coordinators are responsible for ensuring the ChildSafe SP3 is implemented in their area of ministry and reporting every second month to the RMO. Members of the Board of Elders and the appointed Risk Management Officers must have a valid 'Working with Vulnerable People Check'. Refer to **Appendix B: List of CAACC Risk Positions, Role Requirement and Risk Documents**.

Confidentiality: confidentiality and trust are fundamental to sound church relationships and must be upheld within the constraints of the law and statutory requirements. Voluntary reporting is strongly encouraged where a belief has been formed that there is a requirement to do so.

Record-keeping: information and documents that contain personal information must be stored confidentially and secured in accordance with the CAACC Privacy Policy.

This code of conduct will be reviewed annually at the first CAACC Board of Management leadership meeting following the church's annual general meeting (AGM).

Signed:

Tony Kwan

DocuSigned by:  
*Tony Kwan*  
C6EAE87FC9914FC...

(Name)

(Signature)

Leadership Position: Chair BOM

Date: 9/28/2021

## Appendix A: Process for managing breaches to the Code of Conduct

The CAACC Code of Conduct outlines expectations of behaviour and appropriate boundaries for all members and in particular leaders of a church. However, in every community there are situations where issues arise and behaviour occurs that can cause offense or hurt between individuals. It is important that as Christian communities, we ensure that the response to this behaviour is appropriate to the severity of the breach but also offers the opportunity for individuals to find a godly and appropriate pathway to see their issues and concerns addressed.

The CAACC process for managing breaches to the Code of Conduct is underpinned by the core biblical values of truth-telling (Ephesians 4:15,25), justice-seeking (Micah 6:8), grace-giving (Colossians 3:13) and peace-making (Matthew 5:9, Ephesians 4:2-3).

Where concerns have been identified they should be dealt with quickly to ensure that the matter does not become more complex and any anguish is resolved. The below steps outline the resolution process the RMO or church leaders are to follow when a concern has been reported. Should a concern involve the RMO or a church leader, or there is a conflict of interest, appropriate separation must be made to maintain the integrity of the resolution process.

### Resolution Process

1. **Criminality Assessment:** Prior to any internal incident management, a criminality assessment must first take place to determine if any criminal law has been broken. If an offence has been deemed criminal, the incident must immediately be reported to the appropriate authority - local police, child protection. When appropriate the church leadership must offer assistance to the person making the report and provide support to all parties through the process.

The following steps may take place in conjunction with a reported incident.

2. **Personal Reflection:** Take some time before God to pray and reflect on the offence or injury you have received. In some situations you may decide not to take the matter further, in other situations important principles may be at stake and the situation needs to be taken further.

If you are unsure about the right response, you may choose to seek wise counsel for yourself before taking the situation further. Seek a godly counsellor, pastor, leader or mentor to share with. The focus of this is to gain clarity on the right path to take and to be accountable in the situation to act with integrity, wisdom and towards making peace. This consultation must be distinguished from gossip or sharing the incident with others in order to gain sympathy and support, which are inappropriate.

3. **Informal Discussion:** A key step in resolution is to go to the other person informally and in private and share your concern. Seek to understand the perspective and viewpoint of the other. Be willing to receive an apology or respond to a process of restoration if it is offered. If the matter is resolved, no further action is needed.

If you are on the receiving end of a discussion of this nature, be quick to listen, make sure you understand what the person is sharing. Guard yourself from simply reacting. If you need time to reflect, ask for it. If you can see what you have done and can accept responsibility for it, apologise and seek forgiveness.

4. **Formal Discussions:** If step two fails to reach a resolution, ask that it move to a formal process. Here others may be invited to be involved as either support people or informal facilitators. At this level it is appropriate that some record be kept of what occurs. If resolved, no further action is required. Normally the church leadership would be notified that this has happened. The meeting should be pre-arranged and both parties have the opportunity for support people present  
Formal discussion to take place within two weeks from the date requested.
5. **Formal Mediation:** If step three fails, then the church (elders or pastor) should be notified and with the agreement of all, a trained mediator should be appointed who will meet with both parties and then facilitate a discussion together. Opportunities for interpersonal reconciliation are usually given. Points of agreement and disagreement are usually documented along with the outcome. Usually a solution which is acceptable to both is negotiated. If agreement is reached, no further action is required. A confidential report is given to the church leadership as well as to the individuals. Keeping the agreement is a matter of trust on both sides.  
Formal Mediation to occur within a month from the date of the formal discussion.
6. **Arbitration:** If step four fails, the church and both parties may agree to abide by the ruling of an appointed and agreed arbiter or arbitration panel. Again this person or panel is appointed by the church. In this scenario the arbiter interviews both parties and may ask for further witnesses. The case is examined and principles of justice applied. A judgement is given and the parties by their own agreement should abide by it. If this step fails, the situation has moved beyond the ability of the community to handle it internally and it must be referred to the civil courts.  
Arbitration to occur within two months from the date of the formal mediation.

## Appendix B: List of CAACC Risk Positions, Role Requirement and Risk Documents

### Appointed Risk Positions

Positions	Appointee
Risk Management Officer - <i>responsible for ensuring policies are updated</i>	<ul style="list-style-type: none"> <li>• Yvonne Kwan</li> <li>• Anndey Ho</li> </ul>
Risk Coordinator	<ul style="list-style-type: none"> <li>• Yvonne Kwan for English Sunday School</li> <li>• Cara Huang for Cantonese Sunday School</li> <li>• Jenny Cho for Gungahlin Sunday School</li> <li>• Yvonne Kwan for Tehilah Youth Fellowship</li> </ul>

Appointed positions approved by the Board of Elders on 4 August 2019.

### Role Requirements

Requirements	Role
Working With Vulnerable People Check & Screened	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Paid Employee</li> <li>• Member of the Board of Elders</li> <li>• Member of the Board of Management</li> <li>• Safety Management Online</li> <li>• Risk Management Officer</li> <li>• Risk Coordinator</li> <li>• Sunday School Teacher and Leader</li> <li>• Youth Group Leaders</li> </ul>

### Risk Documents

Documents	Title
Primary Policies	<ul style="list-style-type: none"> <li>• Canberra Austral-Asian Christian Church Code of Conduct</li> <li>• Child Safe Policy</li> <li>• SP3 Code of Practice</li> <li>• Child Harm, Abuse and Complaint Policy</li> <li>• Privacy Policy</li> </ul>
Procedures	<ul style="list-style-type: none"> <li>• Appendix A: Process for managing breaches to the Code of Conduct</li> <li>• Reportable Conduct Scheme Reporting Procedure</li> <li>• Recruitment and Leader Appointment Procedure</li> <li>• Training Procedure</li> <li>• Permission to Proceed Procedure</li> <li>• Investigations Procedure</li> </ul>
Other Relevant Documents	<ul style="list-style-type: none"> <li>• Appendix B: List of CAACC Risk Positions, Role Requirement and Risk Documents</li> <li>• Incident Report Form</li> </ul>