



Code of Conduct

No. 700.10

Since Bethesda Mission is chartered as a missionary organization of the Church of Jesus Christ, staff is expected to conduct themselves in a way that glorifies Jesus Christ at all times, including non-work hours. This is important in order to keep our Christian witness before our clients and the community in general. The Bible will be the standard by which all questionable conduct will be judged.

The following is a guideline listing some of the types of improper conduct which, when alleged, shall be investigated by the Executive Director or the Human Resources Department. Confirmation of such allegations shall constitute grounds for disciplinary action, up to and including immediate discharge. In the event an employee is terminated for a violation of the Code of Conduct, the employee will not be entitled to any severance benefits.

This list is not all inclusive, and management reserves the right to determine appropriate levels of discipline.

- ◆ Dishonesty, including any falsification or misrepresentation; providing incomplete, misleading, or incorrect information in connection with the preparation of any Mission records (including an application for employment).
- ◆ Stealing or sabotage of equipment, tools and/or other property belonging to any customer, guest, volunteer, employee or the Mission.
- ◆ Willful abuse, damage, or destruction of Mission property or the property of others.
- ◆ Insubordination, including refusal to perform work required by a supervisor.
- ◆ The use of profane, abusive, or threatening language towards fellow employees, customers, volunteers, donors, guests or supervisors, or in public.
- ◆ Fighting, coercing, interfering with or threatening bodily injury to other employees, donors, volunteers, guests or supervisors.
- ◆ Illegal gambling of any kind.
- ◆ Immoral or indecent conduct, including but not limited to homosexual behavior, premarital sex or adultery, and the illicit co-habitation with a girlfriend/boyfriend without benefit of marriage.
- ◆ Willful, deliberate or repeated violations of Mission rules.
- ◆ Disclosure of confidential Mission information to unauthorized persons.

- ◆ Possession, sale or use of illegal drugs; consumption of alcohol on Mission premises or while engaged in Mission business; reporting to work under the influence of illegal drugs or alcohol; or at any time the abuse of alcohol or prescription drugs, e.g., opioids, amphetamines and sedatives. Staff who partakes of alcohol (when not engaged in Mission business) should not do so in the presence of recovering co-workers and all Bethesda Mission clients.
- ◆ Failure to notify the Mission that he or she will be absent from or late for work.
- ◆ Unauthorized possession or use of firearms, fireworks, or any other weapon on Mission property or while engaged in Mission business.
- ◆ Posting, removing, or tampering with the bulletin boards or notices posted on bulletin boards without authorization; or defacing any posted signs, displays or property.
- ◆ Excessive use of Mission telephones, copiers, computers, fax machines, or other Mission equipment for personal matters.
- ◆ Disobeying safety regulations, including failure to promptly report work-related accidents to supervisory personnel.
- ◆ Failing to observe Mission security regulations.
- ◆ Conviction of any crime or the engaging of any type of criminal behavior.
- ◆ Use of Mission computers to view or send pornographic images or to engage in immoral chat rooms.
- ◆ Making a profit at the expense of a guest, e.g., earning a reward for information provided that results in the arrest of a guest, selling news stories, or accepting money for information on a guest.
- ◆ Use of Mission funds to purchase items for personal use.
- ◆ Any action whatsoever that tends to destroy good relations between the Mission and its employees or between the Mission and any of its guests, volunteers or contributors.
- ◆ The Mission is against all forms of harassment in the workplace and any employee who acts in a manner contrary to this or any other Mission policy will be subject to disciplinary action, up to and including termination.
- ◆ Any other conduct which is of a serious nature and which, in the sole opinion of the Mission, makes the employee unfit for further service or warrants discharge.

The foregoing is a partial list of infractions that justify discipline, including discharge.

The Mission reserves the right to discipline for offenses that do not appear on this list or to not discipline employees for infractions on the list where circumstance may warrant.