

Code of Conduct

Act with Integrity and Honesty

All work and interactions should be conducted with the utmost integrity and honesty. The day-to-day work and operations of Eglinton St George's United Church (ESG) must comply with all regulations of *The United Church of Canada*, as well as the written policies and procedures of ESG, including policies on [Workplace Violence and Harassment](#), [Vulnerable Sector Police Records Checks](#), [Conflict of Interest](#) and [Whistleblowing](#).

Treat Everyone with Dignity and Respect

Regardless of gender, ability, socioeconomic position, orientation, age, or other differentiation, everyone affiliated with ESG, should be treated with dignity and respect. In particular, lay leaders, employees and ministers are held to a high standard. No one will speak about others in a way that would not be considered respectful when speaking to them directly. Workplace abuse will not be tolerated.

Speak Openly and Constructively

If possible, speak directly with the person responsible for your issue, question or concern. Be proactive about communicating information to benefit others and to improve the church and workplace experience. Speak directly to employees, ministers and ESG members where possible to avoid "triangulation" or inappropriate communication through a third party.

Respect Confidentiality

ESG lay leaders, ministers and employees will maintain the highest standard of confidentiality and will share sensitive information only with those who have a need to know. Sensitive information may be about internal operations or personal/pastoral information. ESG lay leaders, ministers and employees must treat this information with discretion.

Be Caretakers of ESG's Resources

ESG depends on resources of people, time, energy, and money. ESG lay leaders, ministers and employees are expected to be good caretakers of those resources. How? Exercise good time management skills, adhere to operating budget, and hold everyone accountable to this code of conduct.

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Continue to Improve

ESG lay leaders, ministers and employees should continually look for ways to improve operational processes and systems that affect the church experience for volunteers, visitors, congregants and employees.

Use Good Judgment

This code is a basic guide for how ESG lay leaders, ministers and employees will act in relationship with each other and with members and affiliates of the congregation. To the best of their ability, ESG lay leaders, ministers and employees will use wisdom and good judgment when dealing with others and making decisions. Following key events, it will be important to take time to debrief, reflect, assess and revise policies for ongoing development of positive relationships.