

CODE OF CONDUCT

(This applies to all employees and volunteers)

1. Introduction

- (a) Lifeimpact Ministries LTD is committed to offering its employees and volunteers an innovative and rewarding work environment that encourages and fosters excellence.
- (b) These employee conduct guidelines help to guide employees and volunteers on how to act and clarify how Lifeimpact Ministries LTD expects employees and volunteers to perform.
- (c) This Code of Conduct outlines the ethical standards and principles expected of all individuals associated with Lifeimpact Ministries LTD, a Christian non-profit organisation. By adhering to these guidelines, we aim to create a community that reflects the values of integrity, respect, and compassion in all our endeavours.

2. Integrity

Demonstrate honesty and transparency in all interactions. Act with integrity and uphold the highest moral and ethical standards in personal and professional conduct.

3. Respect for Individuals

Treat all individuals with dignity and respect, irrespective of their background, beliefs, or position within the organization. Foster an inclusive environment that values diversity.

4. Confidentiality

Safeguard the privacy and confidentiality of sensitive information obtained during the course of service. Refrain from disclosing or using confidential information for personal gain.

5. Responsible Stewardship

Act as responsible stewards of the resources entrusted to us, including financial, human, and material resources. Ensure their efficient and ethical use to fulfill the organization's mission.

6. Compliance with Laws and Regulations

Abide by all applicable laws and regulations, both locally and internationally. Report any activity that violates the law or organizational policies promptly.

7. Conflict of Interest

Disclose any potential conflicts of interest that may compromise the organization's integrity. Act in the best interests of the organization, avoiding situations where personal interests could conflict with those of Lifeimpact Ministries LTD.

8. Professionalism

Conduct all activities in a professional manner, adhering to the highest standards of competence and performance. Uphold a positive and collaborative working environment.

9. Commitment to Christian Values

All members commit to upholding Christian values, including love, compassion, honesty, humility, and respect for others. Our actions and decisions should align with the teachings of Jesus Christ.

10. Work ethic

Employees and volunteers are expected to perform their duties to the maximum of their ability and deliver acceptable objectives to Lifeimpact Ministries LTD.

11. Safety

Employees and volunteers are expected follow health and safety guidelines and procedures and to be aware of, and report, any potential hazards.

12. Confidentiality

Unauthorised disclosure of Lifeimpact Ministries LTD information, regarding either Lifeimpact Ministries LTD or its employees and volunteers, is prohibited.

13. Personal conduct

Employees and volunteers are expected to act in a courteous, respectful manner at all times when dealing with fellow employees and volunteers, suppliers, contractors, customers and the general public.

14. Fair business

Employees and volunteers are expected to behave honestly and openly and with integrity in their dealings with Lifeimpact Ministries LTD. Employees and volunteers

must not mislead or defraud fellow employees and volunteers, customers, suppliers, contractors or Lifeimpact Ministries LTD in general.

15. Working environment

- All employees and volunteers have a legal obligation not to discriminate or harass any employee, agent, contract worker, supplier or visitor.
- Employees and volunteers are not permitted to smoke, drinks and taking drugs on Lifeimpact Ministries LTD premises.

16. Gifts, conflict of interest and ethical conduct

Other than in the course of routine business, employees and volunteers must not accept cash, gifts or gratuities from a supplier, agent, customer or contractor for any reason. Employees and volunteers must not put themselves in a position where their interests conflict with those of Lifeimpact Ministries LTD.

17. Obligation to disclose relevant information

Employees and volunteers are obliged to inform Lifeimpact Ministries LTD of any change in their circumstances that may affect their ability to perform their normal duties.

18. Use of company assets

- (a) Employees and volunteers must not deliberately misuse or damage Lifeimpact Ministries LTD's property in their possession, care or custody.
- (b) Employees and volunteers must not use Lifeimpact Ministries LTD's assets, intellectual property or the services of other employees and volunteers (including contractors) for private use or gain.

19. Change

Lifeimpact Ministries LTD expects employees and volunteers to remain open minded about change in the workplace and to collaboratively support and embrace new ideas and programs, and this applies to any rented commercial properties.

20. Environment

- (a) Employees and volunteers are responsible for maintaining and protecting the environment.

- (b) Employees and volunteers are expected to consider the impact of their actions on the environment and local community, including in relation to the disposal of waste, use and storage of chemicals, and use of natural resources.

21. Child Protection

Prioritize the safety and well-being of children. Follow the organization's child protection policies and procedures rigorously. Report any concerns related to child safety promptly.

22. Reporting Violations

If aware of any violations of this Code of Conduct, report them to the appropriate authority within the organization. Encourage an environment where individuals feel safe reporting concerns without fear of retaliation.

9. Further information

If you require further information, please speak with your manager or HR Officer via enquiry@lifeimpactministries.com.au .

Acknowledgment

By being a part of Lifeimpact Ministries LTD, I acknowledge that I have read, understood, and agree to abide by this Code of Conduct. I recognise that adherence to these principles is essential in maintaining the organization's reputation and fulfilling its mission.

Date:

Signature:

[Name]