

EMMANUEL LUTHERAN CHURCH
POLICY: CODE OF CONDUCT
November 6, 2015

It is Emmanuel Lutheran Church's (ELC) policy that the pastor, lay employees, and volunteers (hereinafter referred to as "employees" collectively) maintain a working environment that encourages mutual respect, promotes civil and congenial relationships and is free from all forms of harassment and violence. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person. Employees have the right to conduct their work without disorderly or undue interference from other employees. ELC prohibits employees from violating this right of their co-workers. ELC encourages a congenial work environment of respect and professionalism.

ELC prohibits employees from harming or threatening to harm other employees, clients, vendors, visitors or property belonging to any of these parties. This prohibition includes but is not limited to acts such as:

- Physically harming others.
- Verbally abusing others.
- Using intimidation tactics and making threats.
- Sabotaging another's work.
- Stalking others.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.

Employees are responsible for maintaining their work area in a neat and professional manner. Employees are responsible for assuring the security of ELC's confidential/proprietary material in their possession and similarly maintaining the security of the ELC-provided equipment. Employees concerned for the security of their work area or equipment must inform the Personnel Committee of the Council of such concerns. The ELC reserves the right to search unlocked and/or publicly used ELC property at any time without consent. The ELC may request a search of personal property at the worksite or locked company property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination. All employees should contact a member of the Personnel Committee or the Mutual Ministry Committee of the Council if violations are experienced or observed.

By signing this Policy Statement, I acknowledge receipt of the statement and will abide by it:

Signature	
Print Name	Date