

ARARAT BAPTIST CHURCH

STATEMENT OF EXPECTED BEHAVIOUR

This statement sets out the standards of behaviour expected from all staff, volunteers and trustees/deacons of Ararat Baptist Church in their interactions with each other, church members and members of the community.

Treating people fairly, with courtesy and respect is a standard to which we should all aspire and is in keeping with Biblical principles

We all have a responsibility to help foster a positive working environment, where diversity is recognised and valued, and everyone is treated with dignity and respect. We are one Church; no-one should feel that they are perceived as 'less than' because of their differences, personal or professional background, or individual belief system.

Therefore, we should all:

- **treat others fairly and respectfully.**
- **be mindful of the authority we have and be careful not to abuse it.**
- **be aware of how our words and behaviour can affect others.**
- **remain patient and tolerant when encountering difficult situations.**
- **act professionally and courteously, including under pressure, and avoid shouting or snapping.**
- **aim to ensure that no one is exposed to any display of bias or prejudice.**
- **build effective working relationships with each other.**
- **welcome and support new colleagues; and,**
- **be open to feedback if we have done something that may have caused discomfort or offence.**
- **Staff and volunteers should limit their use of mobile phones to emergency/exceptional situations when on duty**

If you see or experience bullying, harassment or discrimination or other behaviour that falls short of these expectations, you may raise it informally, if you feel comfortable doing so, with the individual concerned, or, take along one other person to accompany you. If you want to use a more formal route you may discuss your concerns with the Church Secretaries, or, if they are the source of the grievance, with the Church Minister

Upholding the contents of this statement will help us to foster and experience an inclusive and safe working environment where everyone feels valued.

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