

Guideline for Handling Potential Breaches of the Leaders Code of Conduct



Introduction

This guideline relates to those who have signed the Leaders Code of Conduct (LCoC). This includes all members of Mosaic's three primary leadership groups: Pastoral Team, Board and Elders, and may also include other Central Ministry Leaders or individuals in significant leadership roles.

In the absence of a guide relating to potential breaches of the Volunteer Code of Conduct, this guide may be used.

This Guideline should not be followed if any of the following are applicable:

- The leader at Mosaic has committed a crime
- You are in personal conflict with this leader

If any of the above apply, please refer to the relevant policy for guidance.

Context

- It is important to remember that our LCoC is not an aspirational document but a document that sets out a minimum standard of behaviour for all volunteers and staff. The LCoC outlines appropriate boundaries for all activities related to Mosaic Baptist Church.
- It is not assumed however that all volunteers and staff will know these boundaries well and will never cross them. The LCoC then is a useful document that help us to bring people back into appropriate personal conduct within their given ministry. Hence it is important to help our fellow staff and volunteers to adhere to it by acting when we see a potential breach.
- The LCoC should always be applied in a manner that affords dignity and care to everyone involved and should avoid shame and consequences. The LCoC and its application should not be seen as a means of punishment but of reconciliation.
- Potential breaches should ideally be managed within the ministry team in which they occur. Minimising the number of people exposed to the potential breach helps to preserve the dignity of someone in potential breach. It is also true that it is appropriate and important at times to seek assistance or to report matters to a higher leadership group.

How to Report a Potential Breach of the Leaders Code of Conduct

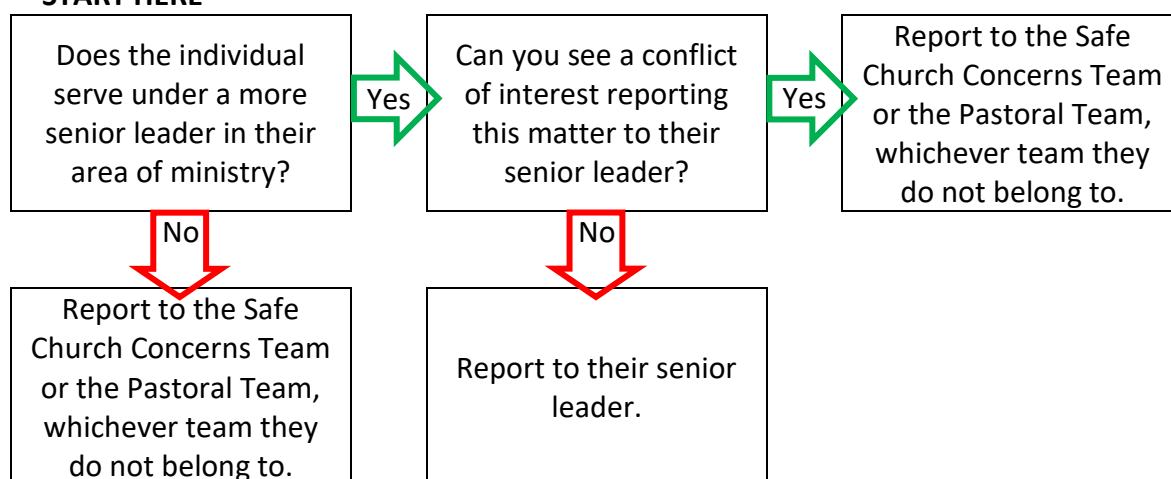
Any individual is able to identify and report on a potential breach of the LCoC. An individual who observes or experiences inappropriate words or actions from someone in a leadership position may report this without reference or knowledge of the LCoC.

If you are an individual who has observed or experienced inappropriate words or actions from a leader you should follow these steps:

1. Identify the appropriate senior leader to report to

- a. Use the following flowchart to help identify which senior leader or group is most appropriate:

****START HERE****



If you are unaware of who leads a particular ministry you can safely speak with your pastor.

2. Provide the senior leader with a written report

- a. The report should contain three clearly labelled sections
 - i. Section 1 – Details of the potential breach including:
 1. Date and Time
 2. Location
 3. Other witnesses if any
 - ii. Section 2 - A first person account of the actual event
 1. Describe only what you witnessed
 2. Try to be precise with the language you use
 3. Try to avoid personal opinion and commentary on the events
 - iii. Section 3 – Personal opinion
 1. This section is an opportunity for you to make comment about the potential breach
 2. It could include:
 - a. Useful background information
 - b. How it made you feel
 - c. What outcome you believe is appropriate

3. The senior leader will inform you of the appropriate next steps

- a. The senior leader will meet with you once they have consulted with others to formulate the next steps
- b. The next steps may involve you as a witness to the event

4. Maintain confidentiality

- a. The Code of Conduct is a tool to help restore people not punish them. If you have reported this matter to a senior leader then trust the process and trust that the matter will be addressed.
- b. If you are unsatisfied with the process or have ongoing concerns you are able to follow Mosaic's Grievance Policy.

Responding to a Report of a Potential Breach of the Leaders Code of Conduct

This section applies to those who are identified as a senior leader by an individual wanting to make a report.

1. Receive the Report

- a. Any report of a potential breach of the LCoC is to be taken seriously.
- b. Ensure the report is in writing and includes the three separate sections.

2. The senior leader will consult with either another leader within their ministry area or a member of the Safe Church Concerns Team to identify an appropriate action plan

- a. At no point should one individual make a decision regarding a potential breach
- b. The consultation will consider the following matters:
 - i. Context of the potential breach
 - ii. The people exposed to or impacted by the potential breach
 - iii. The severity of the breach as defined by the Code of Conduct
 - iv. Whether there is a power differential between parties
 - v. The long term impact of the potential breach
 - vi. Other policies or guidelines that may relate to this incident
 - vii. The witnesses desired outcomes
 - viii. Potential appropriate responses including:
 1. Finding no breach has occurred
 2. Further investigation
 3. Dealing with the potential breach within the area of ministry
 4. Escalating the potential breach to either the Safe Church Concerns Team or a member of the Pastoral Team

3. Matters for the Safe Church Concerns Team

- a. The matter should be referred to the Safe Church Concerns team immediately if any of the following occur:
 - i. The individual in potential breach fails to accept responsibility or feedback
 - ii. The applied measures taken fail to reconcile all parties if reconciliation is needed
 - iii. There is a concern regarding the safety of anyone
 - iv. If for any reason you feel uncomfortable or unable to deal with the situation
 - v. If you are aware that this is not the first time this behaviour has been reported

4. The Senior Leader will document their action plan

- a. See Appendix A for Action Plan template
- b. Provide a copy to the Safe Church Concerns Team for record keeping prior to implementation
- c. Provide a copy to other leaders involved in the process for their records
- d. Based upon the documented action plan, provide verbal feedback to the witness about the steps that will be taken, informing them of any possible further involvement from them in the process

5. The Senior Leader will implement the documented action plan

- a. The senior leader can request help from either the Pastoral Team or the Safe Church Concerns Team
- b. All actions steps will be documented and recorded on the action plan



Action Plan

Date	Notes Include details of events and conversations	Action Step What and by who	Completed Date & name

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