



Faith International Mission USA/Sierra Leone

Equipping the poor in the Name of Christ

Employee & Volunteer Code of Conduct

Statement of Faith

THE NICENE - CONSTANTINOPOLITAN CREED

We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible; And in one Lord, Jesus Christ, the Son of God, the Only-begotten, Begotten of the Father before all ages, Light of Light, True God of True God, Begotten, not made, of one essence with the Father, by Whom all things were made; Who for us men and for our salvation came down from heaven, and was incarnate of the Holy Spirit and the Virgin Mary, and was made man; And was crucified also for us under Pontius Pilate, and suffered and was buried; And the third day He rose again, according to the Scriptures; And ascended into heaven, and sits at the right hand of the Father; And He shall come again with glory to judge the living and the dead, and His kingdom shall have no end. And we believe in the Holy Spirit, the Lord, and Giver of Life, Who proceeds from the Father, Who with the Father and the Son together is worshipped and glorified, Who spoke by the Prophets; And we believe in One, Holy, Catholic and Apostolic Church. We acknowledge one Baptism for the remission of sins. We look for the Resurrection of the dead, and the Life of the age to come.

READ & COMPLETE IN FULL

The general principles which this code of conduct is intended to operationalize are the following overarching principles:

- **Love:** the mission is ultimately about people, not programs. We are to love all people, even our enemies, and offer our assistance without discrimination. What we are all about is demonstrating God's love to all people.
- **Integrity:** God is Truth and He commands us to live lives of integrity. Much poverty and suffering comes from leaders and employees failing to live up to this standard. Each employee is to conduct himself or herself in an exemplary fashion; our lives and our trustworthiness should be as powerful as the tasks we do. This standard implies that all equipment and sundries owned by the Mission are Mission property, not for personal use, except as explicitly authorized. It implies that during the workday, we spend our time and efforts on Mission activities, not personal activities. It implies that we conduct ourselves in a moral fashion. It implies that we are diligent and do our best. It

implies that we are punctual. It implies that we deliver on our promises. It implies that we follow the law.

- **Transparency:** We must conduct ourselves in such a way so that we have nothing to hide. In keeping with this, we must keep records and allow those records to be examined by interested parties. We must not accept any gifts, favors, or loans in conjunction with mission activities, except as these are part of the recipient community's expression of gratitude. All such gifts must be recorded.
- **Accountability:** We are each of us accountable for our actions to others: Board members to other Board members, CEOs and Directors to the Board, and other employees to their immediate supervisors. We are also accountable to our donors, to ensure that each dollar we are given is used with utmost care, for the purposes intended, and carefully recorded. We are also accountable to external auditors.
- **Dignity and Respect:** We try to maintain the dignity of those we serve, even if in some cases we are giving handouts as they are necessary and appropriate. We must give respect even to those not deserving of our respect, just as God loves us despite our sins. Employees are also to be treated with respect at all times. Keep careful watch over your mouth, so that you do not spread rumors or demean someone. If wronged by a brother, speak to the person who has wronged you; to others, silence is usually preferable.
- **Humility:** There is a temptation to become proud of our position or our accomplishments. We must resist this temptation, for what really matters on Judgment Day is the condition of our heart and what we have done in obedience to God, not our salary, not our education. Remember that when we look into the eyes of our neighbors, even "the least of these," we look into the eyes of Christ. Our attitude should be that we are honored to serve our clients.
- **Attitude:** Each of us will face many challenges in our work and personal lives. We must strive to convey an attitude of faith, humility, and joy, despite bad circumstances.
- **Prayer:** Each of us is dependent upon God. Without Him, we can do nothing. Each day should begin with prayer; each task should begin with prayer.
- **Mission Goals and Statement of Faith:** While an employee may not agree entirely with the statement of faith or mission goals, nonetheless each employee must agree to work to accomplish these goals (inasmuch as it is part of his or her job description) and not seek to undermine the vision or activities or statement of faith of the mission.

A failure to conduct oneself in accordance with these principles, whether or not a specific rule to that effect is explicitly spelled out below, will result in disciplinary action or dismissal, to be determined by the immediate supervisor, the Country Director, the CEO, or the Board, as appropriate.

All employees or volunteers agree to abide by the decisions of their immediate supervisors, the Country Director, the CEO and the Board.

All employees or volunteers have specific tasks, which will be monitored by third parties. These may or may not be anonymous.

All employees will be closely monitored. Should their conduct not be fitting to the Mission, they will be subject to dismissal.

All transactions must be accompanied by receipts. Both the recipient and the other party to any transaction, whether services, gasoline, maintenance, foodstocks, passengers, etc., must sign as to the quantity and price agreed upon.; Entries must be logged into the computer at FIM (SL) headquarters every other day, at a minimum. Failure to comply with these policies, or with any other policies which the Board will implement in the future, or use of the Mission resources or vehicles for personal purposes, will result in dismissal of the employee.

All employees and volunteers are responsible to report any misconduct to their immediate supervisor or to a Board member. They should provide any evidence. All misconduct will be investigated. A failure to report misconduct will result in disciplinary action or dismissal.

This Code of Conduct is subject to revision at any time. Upon revision, each employee or volunteer will be required to sign the new Code of Conduct. If he or she refuses to do so, he or she shall be given one month notice, and then dismissed.

Refusal to sign this Code of Conduct will make you ineligible to work or volunteer for this Mission.

I have read the Faith International Mission Employee and Volunteer Code of Conduct and I agree to these above guidelines in my participation in all Mission activities.

Name: _____

Date:_____

Supervisor Signature:_____