



**NORTH RIDGE**  
VINEYARD | CHURCH

# **CODE OF CONDUCT**

**Approved September 2018**

**Updated 5 July 2025**

# CODE OF CONDUCT

**This Code of Conduct establishes standards by which all employees and volunteers of Northridge Vineyard Church (Northridge) are expected to conduct themselves, and practices which must be avoided.**

**Schedule 1 sets out the Child Protection Code of Conduct contained in the Northridge Child Protection Policy.**

## Our standard of conduct

The framework on which the following standards are based combine our core values and beliefs with basic ethical principles and relevant laws. This Code of Conduct should be read in conjunction with our other policies and procedures referenced below.

You are expected to:

- **Stay connected:**
  - Make every effort to maintain a strong personal relationship with God.
  - Attend church and a Life Group regularly.
- **Be faithful:**
  - Endeavour to live a life of good character. This includes being free of substance abuse in both your personal life as well as when engaged in Northridge activities. You are expected to deal appropriately with personal issues which may affect your ability to lead others.
  - Minister in accordance with our vision and mission, and core values and beliefs.
  - Endeavour to pray regularly for Northridge, our leadership and the people to whom you minister and with whom you serve.
  - Be faithful to ministry commitments, team and other meetings and policy requirements, including being respectful to others by being punctual.
  - Actively seek to strengthen your skills and understanding in areas of ministry in which you serve.
- **Bring honour:**
  - Set a good example for others and represent Northridge well both when engaged in Northridge activities and in your personal life. This includes:
    - Dressing and behaving appropriately, always being respectful of the circumstances and using respectful language.
    - Not engaging in behaviour which could be construed as sexual harassment or sexual misconduct.
    - Not initiating or becoming involved in a relationship of a sexual or inappropriate nature with a person to whom you are not married (inappropriate nature means a level of contact or intimacy going beyond the bounds of a 'normal' social relationship).
    - Not being the perpetrator of verbal, emotional, physical or sexual abuse.

- In your words and actions treating everyone with dignity, fairness and respect regardless of age, sex, religious affiliation, sexual orientation or personal circumstances.
- Always being truthful and not making false or misleading statements about situations or people (including yourself).
- Not engaging, or assisting others to engage, in illegal activity.
- Reporting to your supervisor any behaviour within Northridge which could be construed as being illegal, dishonest or having the potential to adversely affect the good standing of Northridge.
- Always acting in accordance with our policies, procedures and guidelines including our:
  - Child Protection Policy
  - Concerns Handling Policy
  - Work Health and Safety Policy
  - Risk Management Policy
  - First Aid Procedures
  - Pathways to Reconciliation Guidelines.
- Be a collaborative and empathetic team member always trying to create a safe, efficient and effective working environment.
- Advise a Senior Pastor if you are charged with, or convicted of, a criminal offence.
- Avoid any conflict between your private interests and your role at Northridge. It is not appropriate for you to use your position at Northridge for personal gain or advantage (for example using funds, property or intellectual property of Northridge for your or others' personal benefit). You must declare to your supervisor any personal interest which could be construed as conflicting or potentially conflicting with your role at Northridge.
- **Act with integrity:**
  - *Gifts.* Not solicit or accept gifts or benefits in connection with your role which might compromise or be seen to compromise the integrity or reputation of Northridge.
  - *Confidentiality.* Protect the privacy of others. You are expected:
    - Not to share with anyone confidential information received in the context of pastoral ministry without the consent of the person who provided it, unless the disclosure is required by law or is clearly in the public interest (such as to avoid the risk of serious injury or harm to others).
    - To maintain and preserve records and ministry documentation in accordance with our policies (including our Child Protection Policy).
  - *Northridge's information and ownership rights.* Respect Northridge's rights. You are expected:
    - Not to disclose to anyone information confidential to Northridge. This is information we tell you is confidential, by its nature is confidential or which you know or ought to know is confidential.
    - To respect Northridge's intellectual property rights.
  - *Copyright of others.* Respect the copyright of others. When engaged in Northridge activities you are expected:
    - To comply with all copyright licence conditions applying to software and other intellectual property rights acquired or used by you or Northridge.
    - Not to use software or other intellectual property rights eg music, songs or digital media, unless you or Northridge has a legitimate right to do so.
  - *Property.* Respect and be good stewards of Northridge property including buildings, equipment and supplies. You are expected to:

- Keep clean and tidy office and ministry areas under your responsibility.
- Report damage and supply shortages to the appropriate person (and, where appropriate, take responsibility for repairing or replacing damaged items).
- *Social media.* Be circumspect when commenting on social media platforms. You are expected to:
  - Obtain approval from a Senior Pastor before making a statement on a social media platform which could be construed as expressing the view of Northridge on a political or social issue.
  - Be circumspect when expressing your personal views on social media platforms on political or social issues, ensuring it is clear they are your personal views and the reputation of Northridge is not jeopardised by your comments.
- *Internet and email.* You are expected to:
  - Always use respectful language and not make comments which could be construed as gossip, harassment, defamatory, discriminatory or threatening.
  - Not access the email records of any Northridge employee unless expressly authorised to do so by a Senior Pastor or the person whose records you access.

**The following Schedule 1 sets out the Northridge Child Protection Code of Conduct contained in Part E of the Northridge Child Protection Policy.**

# Schedule 1

## Child Protection Code of Conduct

In addition to any other Northridge policy or code of conduct applying to them, Leaders must, in the exercise of their ministry:

### DO's

- Always comply with Northridge's policies, including about:
  - reporting concerns or complaints of child abuse
  - communicating with children
  - identifying and mitigating risks to children's safety and wellbeing, and
  - record keeping and information sharing
- Always behave respectfully, courteously and ethically towards children, their families and other staff
- Always listen and respond to views and concerns of children, particularly if you detect they are not feeling safe or well
- Always promote the safety, wellbeing and human rights of children
- Always adhere to appropriate personal and professional boundaries
- Always consider and respect the diverse backgrounds and needs of children
- Always create an environment encouraging participation from children and their families which is welcoming, culturally safe and inclusive
- Always, whenever possible, involve children in making decisions about activities, policies and processes concerning them.

### DON'Ts

- Never engage in child abuse.
- Never groom a child or otherwise cultivate relationships to initiate or conceal child abuse.
- Never be alone with a child away from the presence of other adults during an Activity.
- Never have children to their home or visit children in their home when no other adult is present, and never meet one on one with a child outside of Activities, except with the written permission of a parent (which may be provided digitally).
- Never touch a child inappropriately<sup>1</sup>.
- Never provide intimate care to a child (eg toileting or changing clothes).
- Never discipline a child physically.
- Never make available to a child:
  - a substance or product whose supply to, or use by, children is prohibited by law, such as illegal drugs, alcohol, tobacco products and gambling products; or
  - without the express approval of a Senior Pastor, a publication, film or computer game classified by the Office of Film and Literature Classification as being other than 'unrestricted' in the case of publications or 'G' in the case of films or computer games.
- Never develop special relationships with particular children that could be seen as involving favouritism or any form of special treatment.
- Never engage in any form of secretive contact with a child (including physical or electronic contact).

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<sup>1</sup> See clauses 29.3 and 35.7 of the Northridge Child Protection Policy.