

Cor Deo School
Code of Conduct Policy

Policy Introduction:

As a faith based school, Cor Deo is comprised of Christian employees from a variety of denominations united by a shared doctrine as described in the Apostles Creed and declared in our Statement of Faith. We strive to be a school that is Christian in every sense of the word. Therefore, we expect our staff to represent Jesus Christ and the mission of Cor Deo – not only in their work, but in their personal lives as well.

In all aspects of their lives, our staff must be committed to glorifying God, testifying to his love given through His son Jesus Christ. Our goal is to maintain a culture of value and honor with regard to our staff and to abide by biblically sound standards, both at and away from work, that bring honor to God and one another.

It is an impossible undertaking to identify every behavior that we understand the Bible defines as acceptable and unacceptable to God. In providing the following guidelines, our hope is that this information will clarify expectations and help current and future employees determine if Cor Deo is an appropriate environment for them, both personally and professionally.

1. How can I identify what Cor Deo believes is a “biblically sound standard” and what behavior is consistent with “glorifying God, testifying to his love given through His son, Jesus Christ”?

Romans 3:23-24 tells us that “all have sinned and fall short of the glory of God, and are justified freely by His grace through the redemption that came by Christ Jesus.” Cor Deo is not seeking perfect people, but repentant followers of Jesus. Open, ongoing, unrepentant sin is not acceptable at Cor Deo. We realize that isolating certain behaviors as unacceptable requires drawing a distinction based on the determination of whether that particular behavior is: disruptive in the workplace, misrepresents or reflects negatively on the name of Christ or the reputation of Cor Deo, detracts from our mission, compromises the health and well-being of oneself or others, or is potentially offensive to our school community as a whole. While Christians may reach different conclusions on certain behaviors, for this private school, the School Board (not sure of the governing body) establishes the standards to be followed by employees. In place of attempting to identify behavioral dos and don'ts, we consider the following biblical guidelines:

- a) *Does this behavior, wherever it takes place, glorify God? Does it cause others to seek God? Is it worthy of Jesus Christ? (Matt. 5:16, Colossians 1:9-12; 1 Cor. 10:31-11:1; Eph 4:22-24)*
- b) *Does it build others up, encouraging love and good deeds? (Heb 10:23-25; Eph 4:1-3; 15-16; Eph 5:3-4; Col 3:15-17)*
- c) *Is it loving? (Jn 13:34-35; Eph 5:1-2; Gal 5:13)*
- d) *Does it advance truth? (See 1John 1:5-7, 3:18; Eph 4:25; 2 Tim 2:15)*
- e) *Is it an effective way to use God-given time, talent and resources? (1Peter 4:10; Eph 2:10 Col 3:23-24)*
- f) *Is it consistent with what scripture teaches? (Phil 1:27; Titus 2:11-12; Gal 5:22-25; Rom 13:13-14; Matt 19:4-5; Prov 26:20; 1 Cor 6:9-10; 6:12-13; 6:17-19; Phil 4:8)*

1. Does Cor Deo have the right to hold standards that address my behavior both inside and outside the workplace?

Yes. The religious freedom guaranteed in the First Amendment to the US Constitution as well as a number of federal statutes (including the Civil Rights Act of 1964) guarantee that a church or a religious association such as Cor Deo has the right to consider religious criteria in employment matters. This includes the right to set standards of conduct that are based on sincere religious belief and apply them to job applicants and employees.

1. Do these standards apply to my personal relationships and/or behavior outside of the workplace?

Yes. We are Christians all day, every day – not just at work. Cor Deo endeavors to honor the privacy of its employees, however an individual's life outside of work is an important part of their Christian witness. As a Christian school, Cor Deo expects biblically faithful behavior in and out of the workplace in order to safeguard a culture where our employees conduct reinforces, rather than detracts from, our mission.

Any conduct taking place on or away from campus which is disruptive in the workplace, misrepresents or reflects negatively on the name of Christ or the reputation of Cor Deo, detracts from our mission, compromises the health and well-being of oneself or others, or is potentially offensive to our school community as a whole, may be grounds for discipline or dismissal.

Examples of this conduct include but are not limited to:

- *substance or alcohol overuse or abuse*
- *harassment in any form*
- *child or spousal abuse or neglect*
- *theft, fraud, corruption, bribery, or inappropriate removal or possession of property belonging to Cor Deo or an employee thereof*
- *sexual conduct outside the Biblical covenant of marriage between a man and a woman*
- *slander, gossip and/or a divisive attitude*
- *fighting or threatening violence of any kind*

Cor Deo's expectation is that anyone who enters into employment with our school will exert every effort to conduct themselves in compliance with these expectations. Cor Deo holds the right to define acceptable conduct for their employees and to terminate the employment of any individual who fails to meet the standard of the aforementioned acceptable conduct.

Cor Deo Conduct Policy

- 1.1 Employee conduct should be glorifying to God, uphold our Statement of Faith, support our Mission Statement, strengthen Cor Deo's reputation as a Christian school, and convey respect and consideration for others.
- 1.2 Cor Deo recognizes that "all have sinned and fall short of the glory of God, and are justified freely by His grace through the redemption that came by Christ Jesus." (Romans 3:23-24) Cor Deo is not seeking perfect people, but repentant followers of Jesus. Open, ongoing, unrepentant sin is not acceptable at Cor Deo. Our goal is to maintain a culture of value and honor with regard to our staff and to abide by biblically sound standards, both at and away from work, that bring honor to God and one another. In all aspects of their lives, our staff must be committed to glorifying God, testifying to his love given through His son Jesus Christ.
- 1.3 Our Christian witness should be evident in our conduct as we strive to be a school that is Christian in every sense of the word. Therefore, we expect our staff to represent Jesus Christ and the mission of Cor Deo – not only in their work, but in their personal lives as well.
- 1.4 This policy offers guidelines for acceptable conduct for not only employees, but volunteers and board members as well and applies both in and out of the workplace. Cor Deo strives to respect the privacy and personal convictions of each employee. However, conduct (in personal or work life) that disregards or contradicts your statement of Christian commitment, may necessitate counsel and/or disciplinary action by Cor Deo including possible termination.
- 1.5 Ethical Guidelines: Cor Deo acknowledges that isolating certain behaviors as unacceptable requires drawing a distinction based on the determination of whether that particular behavior is: disruptive in the workplace, misrepresents or reflects negatively on the name of Christ or the reputation of Cor Deo, detracts from our mission, compromises the health and well-being of oneself or others, or is potentially offensive to our school community as a whole.
- 1.6 It is an impossible undertaking to identify every behavior that we understand the Bible defines as acceptable and unacceptable to God. Therefore, the following guidelines exist to clarify expectations:

- 1.6.1 Does this behavior, wherever it takes place, glorify God? Does it cause others to seek God? Is it worthy of Jesus Christ? (Matt. 5:16, Colossians 1:9-12; 1 Cor. 10:31-11:1; Eph 4:22-24)
- 1.6.2 Does it build others up, encouraging love and good deeds? (Heb 10:23-25; Eph 4:1-3; 15-16; Eph 5:3-4; Col 3:15-17)
- 1.6.3 Is it loving? (Jn 13:34-35; Eph 5:1-2; Gal 5:13)
- 1.6.4 Does it advance truth? (See 1John 1:5-7, 3:18; Eph 4:25; 2 Tim 2:15)
- 1.6.5 Is it an effective way to use God-given time, talent and resources? (1Peter 4:10; Eph 2:10 Col 3:23-24)
- 1.6.6 Is it consistent with what scripture teaches? (Phil 1:27; Titus 2:11-12; Gal 5:22-25; Rom 13:13-14; Matt 19:4-5; Prov 26:20; I Cor 6:9-10; 6:12-13; 6:17-19; Phil 4:8)
- 1.6.7 Cor Deo expects biblically faithful behavior in and out of the workplace (publicly and privately) in order to safeguard a culture where our employees conduct reinforces their Christian witness.
- 1.6.8 When dealing with others, display an attitude of respect, dignity and impartiality.
- 1.6.9 Comply with all applicable laws and school policies.
- 1.6.10 Comply with all safety, security and health regulations.