

Spiritual Care Support Ministries, Inc.

Code of Conduct Policy Agreement

Please read carefully and sign/date

The Code of Conduct Policy Agreement serves to clarify the values and principals of Spiritual Care Support Ministries (“SCSM”), set the tone for the ethical character of the company, and outline the kinds of behavior SCSM encourages and prohibits from its employees and guests.

All employees are bound by their contract to follow our code of conduct while performing their duties at SCSM. All others are expected to adhere to the policy. This policy applies to anyone at the SCSM Center or on SCSM premises, at SCSM satellite offices, and anyone involved in any SCSM-sponsored events, whether at SCSM or any other location, including but not limited to its employees, volunteers, clients, guests, and contract workers.

Respect

- Respect the feelings of all with whom you come into contact at SCSM. Do not judge others. This means that even if we do not understand, accept, or believe what another person says, we will keep our judgment and opinions to ourselves. Unless the person specifically requests it, advice will not be given.
- Respect the diversity of all. Although we may have a lot in common, we all come from different backgrounds and experiences. Therefore, we will honor all things in common, and we will also honor our differences. At SCSM, we maintain a zero tolerance for harassment and all forms of discrimination on grounds such as, but not limited to:
 - Gender
 - Gender identity
 - Age
 - Origin/nationality
 - Religion
 - Sexual orientation
 - Physical appearance
 - Health
 - Disability

Prohibited Conduct

- Verbal abuse and disrespect of anyone. There are no second chances. The first time this happens you will be asked to leave.
- Any act of unlawful harassment, sexual, racial, or other; telling of sexual or racist jokes; making racial or ethnic slurs.
- Use or possession of a controlled substance, except the use of medications prescribed by a physician.

- Sale or distribution of any controlled or illegal substance in any quantity.
- Use of alcohol and/or being under the influence of alcohol.
- Smoking in the center or within 50 feet of the center.
- Carrying or possession of unauthorized firearms or other dangerous or illegal weapons or explosives.
- Creating or contributing to unsanitary conditions.
- Conducting a lottery or gambling.
- Provoking a fight or fighting. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone. Threatening, intimidating or coercing anyone.
- Engaging in acts of sabotage; negligently causing the destruction or damage of company property, or the property of others.
- Engaging in any form of criminal conduct.
- Improper conduct or indecency.
- Discussion of politics.
- Cursing, or using foul or indecent language.
- Negligence or any careless action which endangers the life and safety of another person.
- Removing or borrowing company property without authorization.
- Violating any SCSM health, safety or security practices, policies, procedures, or rules.

I have carefully read the above information, understand it, and agree to all the stated terms and conditions.

Additionally, I warrant that I am of the age of consent – 18 years or older – and that I am competent to contract in my own name. If the person represented by this agreement is a minor under the age of 18, then this agreement must be discussed with the minor and signed by a parent or guardian, with the child’s name listed.

Signature: _____ Date: _____

Print name: _____

Print name of minor (if applicable): _____