



CHRISTIAN CODE OF CONDUCT, ETHICS, AND WHISTLEBLOWER POLICY

12.01 Purpose

Canines for Christ Therapy Dog Ministry, Inc. is a Christian ministry that shares the love of Jesus Christ with people around the world. We passionately want to honor God in all we do. We expect every board member, staff member and employee/volunteer to honor God in all things, both in their ministry roles and in their personal lives. This Christian Code of Conduct sets a high biblical standard of behavior, which means board members, staff members, employees and volunteers are chosen very carefully, with integrity and verification. No one in this ministry is exempt from this Code, irrespective of their position. The Directors, officers, staff, employees, and volunteers of the corporation must practice honesty, kindness, generosity, respect for others, and integrity in fulfilling their responsibilities. They are required to comply with and adhere to all applicable laws and regulations that apply to the corporation. The underlying purpose of this policy is to support the corporation's goal of Biblical and legal compliance. The support of all corporate staff is necessary to achieving compliance with various laws and regulations. Canines for Christ Therapy Dog Ministry, Inc. volunteers have read and accepted the Mission Statement and the Statement of Faith as part of their application. These establish the parameters of acceptable behavior of the volunteers:

- (a) The ministry believes God immutably creates each person as either male or female, and volunteers are expected to conform their conduct and dress to reflect these beliefs. As we are created in His image, we believe humanity is called to make visible the invisible Creator God on this planet. (*Genesis 1:26-27, 2:7, 15-23*)
- (b) Volunteers are expected to obey authority as prescribed by God: government, employment (to include volunteering), spouses, and the Body of Christ. The only exception is when the law of men conflicts with obedience to God and His Word. God is the ultimate authority. (*Matthew 22:20-21, Romans 13:1-7, 1 Peter 2:13-3:12, Acts 5:29*)
- (c) Personal ethics: "All things are lawful for me, but all things are not helpful. All things are lawful for me, but I will not be brought under the power of any." (*1 Corinthians 6:12*) "All a man's ways seem right to him, but the Lord evaluates the motives." (*Proverbs 16:2*) "Now we ask you, brothers, to give recognition to those who labor among you and lead you in the Lord and admonish you and to regard them highly in love because of their work." (*1 Thessalonians 5:12-13a*)
- (d) Sexual immorality: "Do not commit adultery." (*Exodus 20:14*) "Don't you know that the unrighteous will not inherit God's kingdom? Do not be deceived. No sexually immoral people, idolaters, adulterers, or anyone practicing homosexuality, no thieves, greedy

people, drunkards, verbally abusive people, or swindlers will inherit God's kingdom" (*1 Corinthians 6:9-10*) "But now I am writing you not to associate with anyone who claims to be a believer who is sexually immoral or greedy, an idolater or verbally abusive, a drunkard or a swindler. Do not even eat with such a person." (*1 Corinthians 5:11*)

- (e) Drunkenness, Drugs, Gluttony: "Envy, drunkenness, carousing, and anything similar. I tell you about these things in advance – as I told you before – that those who practiced such things will not inherit the kingdom of God. (*Galatians 5:21*)
- (f) Theft: Stealing is an act that is completely contrary to the character of God. It is an act which completely contradicts His character. God is gracious, the thief greedy; God gives, the thief takes. God responds to the cries of the needy, the thief callously creates needs and tragedy. Nothing could be more contrary to the graciousness of God than the cruelty of the thief. Stealing is a sin against God, against one's neighbor, against one's nation, and ultimately, against oneself.
- (g) Our ministry is a ministry of presence – holding each other up, bearing each other's burdens, praying, comforting, and listening. We are a vehicle of God's love, offering care and support with our words, and sometimes without words. We bring Christ's presence with us wherever we go, and share the Good News of salvation through Jesus Christ, as commanded in the Scriptures. (*1 Corinthians 2:1-5, 1 Peter 2:9, Galatians 6:2, Joel 2:28-32, Matthew 28:18-20, Romans 6:23, Luke 2:9, Colossians 1:28, 1 John 1:5, Mark 16:15*)
- (h) "Since we have gifts that differ according to the grace given to us, each of us is to exercise them accordingly: if prophecy, according to the proportion of his faith, if service, in his serving, or he who teaches, in his teaching, or he who exhorts, in his exhortation; he who gives, with liberality he who leads, with diligence; he who shows mercy, with cheerfulness." (*Romans 12:6-8*)
- (i) "Now I urge you, brethren, keep your eye on those who cause dissensions and hindrances contrary to the teaching which you learned, and turn away from them." (*Romans 16:17*) "Pay close attention to yourself and to your teaching; persevere in these things. For as you do this you will ensure salvation both for yourself and for those who hear you." (*1 Timothy 4:16*)
- (j) "Whatever you do, work heartily, as for the Lord and not for men." (*Colossians 3:23*) I will honor those who honor Me, but those who despise Me will be disgraced." (*1 Samuel 2:30b*)

12.02 Reporting Violations

If any Director, officer, staff member, employee/volunteer reasonably believes that some policy, practice, or activity of Canines for Christ Therapy Dog Ministry, Inc. is in violation of law or Christian conduct, a written complaint must be filed by that person with the Board President.

12.03 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of a law or regulation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.

12.04 Retaliation

A person filing the aforesaid complaint is protected from retaliation only if she/he brings the alleged unlawful activity, policy, or practice to the attention of Canines for Christ Therapy Dog Ministry, Inc. and provides Canines for Christ Therapy Dog Ministry, Inc. with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to individuals that comply with this requirement.

Canines for Christ Therapy Dog Ministry, Inc. shall not retaliate against any Director, officer, staff, or employee who in good faith, has made a protest or raised a complaint against some practice of Canines for Christ Therapy Dog Ministry, Inc. or of another individual or entity with whom Canines for Christ Therapy Dog Ministry, Inc. has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Canines for Christ Therapy Dog Ministry, Inc. shall not retaliate against any Director, officer, staff or employee who discloses or threatens to disclose to a supervisor or a public body, any activity, policy, or practice of Canines for Christ Therapy Dog Ministry, Inc. that the individual reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.05 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.06 Handling of Reported Violations

The Board President or Vice President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the Board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all Directors, officers, staffs or employees and they shall have the opportunity to ask questions about the policy.

12.07 Consequences of Misconduct

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.” (*Matthew 18:15-17*) Upon receiving a report of an offense that violates the statement of faith, the volunteer manual or a facility’s procedures, an officer from the board of directors or chapter leader will verify the report, and then confront the offender in love, expressing concern and explaining the spiritual ramifications if the sin continues. A written report will be made of the complaint and the first contact.

If the volunteer refuses to repent, a second step must be taken. The one who originally confronted the person needs to take along other godly people and visit the sinning member again. The presence of others may serve to induce the sinner to repent; if not, there are witnesses to all that is said and done, preventing any false claims or denials later. A written record of this step will be made, along with any investigation made before the interview. This interview needs to include Scripture-based reproof and opportunities for restoration. (*1 John 3:3-10, 5:18, Luke 14:25-27, Matthew 7:16-23, and Ephesians 5:3*)

If, after the second step, the volunteer continues to refuse to repent Jesus says to “tell it to the church.” (*Matthew 18:17*), an action that would bring even more pressure to bear. If that fails, then the offending volunteer is to be removed from the ministry and considered an unbeliever. (*1 Corinthians 5:9-13*) A letter of dismissal will be sent to the volunteer outlining the reasons for the removal from volunteering for Canines for Christ Therapy Dog Ministry, Inc. An option to reapply as a volunteer after two years is permissible. This process shows the seriousness of sin in the ministry and the need to strive for reconciliation. The steps that Jesus outlines to protect the purity and reputation of the ministry should not be sidestepped or ignored.

I attest to reading and agreeing to be bound by Canines for Christ Code of Conduct as a condition of my appointment as a Chaplain within the Ministry:

Signature

Date