

Christian Conventions of Western Australia Inc

("CCOWA")

ABN 38 223 904 915

## Code of Conduct

### Schedule 1 - Definitions

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### 1. Definitions

**Abuse** includes, but not exclusively, the following forms:

**Emotional Abuse** is any repeated attack on a person's self-esteem. It includes name-calling, blackmailing, threats, ridicule, intimidation, isolation, Bullying, and ill-treatment in the form of coldness, hostility or rejection.

**Family and Domestic Abuse** means violent, threatening or other abusive behaviour that seeks to coerce or control a family member and that causes them harm or to be fearful.

**Financial Abuse** occurs when a person manipulates another person's decisions or controls their access to money or other property without their Consent. It includes:

- taking out loans or running up debts in someone else's name.
- forcing someone to sign applications for loans, credit cards, and phone contracts.
- selling someone's property without their permission.
- controlling someone's pension, benefits or pay; and
- forcing someone to pay for things they don't want or need.

**Physical Abuse** is when a person injures or threatens to injure a person. This may take the form of slapping, punching, kicking, burning, shoving, grabbing or using weapons. It can include locking the victim out of the house and food deprivation. It does not include lawful chastisement by a parent or guardian.

**Sexual Abuse** is any form of non-consensual and/or pressured and/or unwanted sex or sexual degradation, making a person perform and/or watch

sexual acts unwillingly; Grooming; and/or criticising or using degrading insults of a sexual nature.

**Social Abuse** is the systematic isolation from family and friends, instigating and controlling relocations to a place where the person has no social circle or employment opportunities and preventing the person from going out to meet people.

**Verbal Abuse** is when someone consistently makes statements that negatively label another person. This includes name-calling; continuous criticism, swearing and humiliation in public or in private; attacks on someone's intelligence, body or parenting; and yelling. It also includes dismissing the other person's feelings, thoughts, and experiences on a regular basis.

**Bullying** is repeated and unreasonable behaviour directed towards a person or group of people that creates a risk to health and safety. It is a risk to health and safety because it may affect the mental and physical health of people. Bullying can take different forms including psychological, physical or even indirect - for example deliberately excluding someone from activities. Some examples of Bullying include:

- abusive or offensive language or comments.
- aggressive and intimidating behaviour.
- belittling or humiliating comments.
- practical jokes; and
- unjustified criticism or complaints.

**CCOWA Chairperson** is the person appointed by the General Committee to chair and oversight the functioning of the General Committee as set out in the Constitution.

**Consent** is understood as free and willing agreement to a particular act occurring. Consent has not been given if an individual agrees under any sort of threat,

or if Consent is obtained by fraud or through the influence of a person in authority over that person. A child or young person cannot consent to sexual activity. Consent is compromised by the presence of pastoral and professional relationships. If the freedom of consent is at risk, please contact your Supervisor.

**Convention Chairperson** is the person appointed by the General Committee to lead the planning and delivery of a CCOWA convention.

**Grooming** is when someone builds an emotional connection with a child or vulnerable person and/or their carer to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can be a criminal act, that includes in some jurisdictions the Grooming of a parent to gain access to a child or vulnerable person.

**Harassment** is unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, humiliating, or intimidating. Harassment includes:

- Sexual Harassment.
- gender Harassment.
- insulting comments about a person's physical characteristics, abilities or mannerisms.
- disparaging or unnecessary comments about a person's work or capacity for work.
- spreading malicious rumours or public statements of a derogatory nature about a person.
- excluding of a person from normal conversations or social activities.
- persistent teasing; and
- sharing offensive pictures, posts or written material.

**Misconduct** includes but is not limited to:

- a. Refusal to carry out a lawful and reasonable instruction.
- b. Breach of contract, policies, procedures, rules, regulations or employment conditions, including the Code of Conduct.
- c. Breach of safety or environmental requirements including employee duty of care to other employees or contractors or supporters.
- d. Lateness for work and unauthorised absences.

- e. Failure to meet required work standards and targets.
- f. Failure to function appropriately as a member of a team and/or failure to cooperate with work colleagues.
- g. Vexatious claims.

**Neglect** is the failure to provide the basic necessities of life to a dependent child or other dependent person, to the extent that the child or dependent person's health and/or development are placed at risk.

**Racism** is prejudice, discrimination, antagonism, or any unfavourable treatment directed against someone based on their race.

**Restricted Material** means publications, films, and computer games that have been classified as Category 1 or 2 restricted, X or RC classification by the Australian Office of Film and Literature Classification.

**Serious Misconduct** is defined in Section 1 of the Serious Misconduct procedure. For ease of reference that section currently states: Serious Misconduct is defined as allegations that if assessed to have been more likely to have occurred than not (on the balance of probabilities), may lead to dismissal from a role or position.

Serious Misconduct Circumstances (Class 1) may include but are not limited to:

- a. Some Code of Conduct breaches.
- b. A Contract breach.
- c. Repeated deviation from the Doctrinal Basis, vision, mission or values in preaching, teaching or practice, as understood & practised by CCOWA staff.
- d. Failure to follow and/or implement policy and/or procedure.
- e. Refusal to carry out reasonable and lawful instruction from the Supervisor.
- f. Inability to maintain a functional working relationship(s) to achieve the vision.
- g. Wilful or deliberate behaviour which is inconsistent with the continuation of the employment relationship.
- h. Conduct which causes serious or imminent risk to the reputation or viability of the organisation.
- i. Theft of or wilful damage to property.

- j. Fraud including falsification of documents and using company monies or company credit card for personal reasons.
- k. Violation of responsible use of the company's IT systems.
- l. Serious breach of confidentiality.
- m. Serious safety or environmental breaches.
- n. Impairment by alcohol or drugs at work.

Serious Misconduct Circumstances (Class 2) may include but are not limited to:

- a. All allegations of abusive behaviours including:
  - i. child abuse and neglect,
  - ii. sexual assault, sexual harassment and abuse,
  - iii. bullying behaviours,
  - iv. threatening and allegations of domestic and family violence,
  - v. harassment of students or colleagues.
- b. Some Code of Conduct breaches.
- c. Allegations of unlawful discrimination.

**Sexist** language excludes one sex or suggests one sex is superior, or intentionally demeans people based on their gender.

**Sexual Harassment by a person** is where:

- a. the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person, or
- b. the person engages in other unwelcome conduct of a sexual nature in relation to the other person, when a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated. This includes:
  - directly offensive verbal comments or innuendo of a sexual nature.
  - sexually offensive jokes.
  - comments about a person's alleged sexual orientation.
  - offensive gestures.
  - comments about a person's alleged sexual activities or private life.
  - comments regarding a person's sexual appeal.
  - an unwelcome sexual advance.
  - an unwelcome request for sexual favours; and

- the display or electronic transmission of printed material, calendars, posters or e-mail that are sexually explicit, or are displayed for the purpose of evoking sexual arousal or gratification.

**Supervisor** is a person who, under the authority of the Convention Chair or delegate, gives direction, monitors or supervises the activities of other people.

**Support People** is a broad term that refers to people providing support services to the conventions and the CCOWA committees but who do not hold influential, supervisory or leadership or Committee roles.

**Team members** is a broad term that refers to committee members, staff, speakers and volunteers with roles in one of CCOWA's Conventions or the CCOWA General Committee.

**Vilification** is inciting hatred towards, serious contempt for, or severe ridicule of another person.

Approved by the Management Committee  
01/12/2024