



GEMS
CHRISTIAN
EDUCATION

GEMS Christian Education Ltd

This policy applies to:
Emerald Christian College
GEMS OSHC
Ontrack College
Little Gems Daycare & Kindy



EMERALD
CHRISTIAN
COLLEGE
LEARNING FOR LIFE



GEMS Employee and Volunteer Code of Conduct

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PURPOSE

This Code of Conduct is intended to be made available to GEMS Christian Education Ltd Employees at the commencement of their employment (e.g. preferably around induction and training) and it is to be available and/or provided to Employees during the course of their employment or involvement with the Company. The Code forms comprehensive directions to Employees and Volunteers, as to the expected standard of behaviour. This code does not apply to Contractors. Contractors must abide by the Contractors Agreement.

PRINCIPLES

The aim of this *Code* is to:

- a) Is to outline the standards of behaviour expected of all Employees and Volunteers of GEMS Christian Education.
- b) Does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.
- c) Places an obligation on all Employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

SCOPE

By accepting employment with GEMS Christian Education Ltd, you must be aware of and comply with this *Code*. Therefore, you must:

- a) Conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of the Company in accordance with the Foundation Statements.
- b) Comply with the Company's policies and procedures.
- c) Act ethically and responsibly.
- d) Be accountable for your actions and decisions.

As an Employee and Volunteer, you should be aware of the Company's policies and procedures, particularly those that apply to your work. These may be available online and others will be made available to you through induction and training and development programs.

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your Principal or Supervisor. You should also be familiar with the legislation under which you are employed as this may specify requirements with which you need to comply.

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the Company. The Company reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the Company may take disciplinary action in respect of an Employee or Volunteer.

RELEVANT LEGISLATION AND POLICIES

- GEMS Foundation Statements
- GEMS Covid-19 Policy and Procedures
- GEMS Contractor Agreement
- GEMS Child Protection Policy
- GEMS Sexual Harassment Policy
- GEMS Workplace Bullying Policy
- GEMS Employee Dress Policy
- Queensland/Federal Discrimination Legislation
- Queensland Work Health and Safety Legislation

DEFINITIONS

- The Company** - refers to GEMS Christian Education Ltd as a whole, its Employees, Properties, Assets, etc...
- Campuses** - properties under the Company (Little Gems, Emerald Christian College and Ontrack).
- The Board** - refers to the Directors and Board Members of Gems Christian Education Ltd.
- Chair of the Board** – Elected Chairperson of the Board.
- The Executive Principal** - refers to the person responsible for all Company operations.
- The Principal** - the current Principal of each Campus.
- Dean** - refers to the heads of Primary or Secondary.
- Policy** - refers to this Policy – any other Policy will be referenced by full name.
- Employees** - all Employees of GEMS Christian Education Ltd, including but not limited to Teachers, Administration, Auxiliary, Trainees, etc...
- Students** - refers to all Students under GEMS Christian Education Ltd.
- Caregivers** – Parents Guardians and Carers directly responsible for the care and needs of individual Students.
- Visitors** - includes Parents, Guardians and Carers of Students as well as Members of the Public.
- Volunteers** - anyone who is permitted to act in the capacity of a Volunteer for Gems Christian Education Ltd.
- Workplace** - a place where work is carried out for the Company and includes any place where a Worker goes, or is likely to be, while at work.
- Worker** - anyone who is carrying out works for the Company and includes Employees, Visitors, Volunteers and Contractors.
- Other and/or Persons** - anyone not listed above.

1. What Is Expected Of You As An Employee or Volunteer?

As a Company Employee or Volunteer, you are expected to:

- Perform your duties to the best of your ability and be accountable for your performance.
- Follow reasonable instructions given by the Executive Principal, Principal, your Supervisor or their Delegate.
- Comply with lawful directions.
- Carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development and training programs.
- Act honestly and in good faith in fulfilling your duties.

- f) Be courteous and responsive in dealing with your Colleagues, Students, Caregivers and Members of the Public.
- g) Work collaboratively with your Colleagues.
- h) Ensure that your conduct, whether during or outside working hours, is consistent with the Company's ethos and does not damage the reputation of the Company.

2. What Happens If I Breach The Code Of Conduct?

As a GEMS Christian Education Employee or Volunteer, you hold a position of trust and are accountable for your actions.

Should an Employee or Volunteer breach the Code of Conduct:

- a) The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.
- b) Employees and Volunteers should report possible breaches by Colleagues to their Supervisor or Principal. If the possible breach is by their Supervisor then it should be reported to the Principal or Executive Principal.

2.1 Factors to consider when deciding what action to take in regards to a breach.

The Company may include the following when considering a breach:

- a) The seriousness of the breach.
- b) The likelihood of the breach occurring again.
- c) Whether the Employee or Volunteer has committed the breach more than once.
- d) The risk the breach poses to other Employees, Students or any other Persons.
- e) Whether the breach would be serious enough to warrant formal disciplinary action.

2.2 Actions taken in regards to a breach of the Code of Conduct.

Actions that may be taken by the Company in respect of a breach of the Code include:

- a) Management or remedial action.
- b) Re-training.
- c) Disciplinary action ranging from a warning to termination of employment.

The Company will reserve the right to determine in its entirety the response to any breach of this Code.

3. Required Reporting

Employees and Volunteers are required to report certain information to the Company, as such you must report to the Principal or your Supervisor:

All Employees are required to inform their immediate Supervisor who will report to the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform your immediate Supervisor who will report to the Principal if you become the subject of an Apprehended Violence Order.

If, through your employment with the Company, you become aware of a serious crime committed by another Person, you are required to report it to the Principal, who may be required to inform the Police.

As an Company Employee, you must report to your Principal:

- a) Any concerns that you may have about the safety, welfare and well being of a Student, child or young person.
- b) Any concerns you may have about the inappropriate actions of any other Employee or Volunteer that involves Students, children or young people.
- c) Any concerns you may have about any other Employee or Volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you.
- d) If you become aware that an Employee or Volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'.
- e) If you become the subject of allegations of 'reportable conduct' whether or not it relates to your employment or volunteering in the Company.

Please note that Teachers and some other Employees have mandatory reporting obligations where they have reasonable grounds to suspect a child under the age of 18 years is at risk of significant harm and have current concerns about the safety, welfare and wellbeing of the child. You should refer to the GEMS Child Protection Policy for further information about these obligations.

4. Respect for people

Gems Christian Education expects Employees and Volunteers to treat each other with respect and courtesy. Our daily interaction with others reflects on the Company's reputation. Therefore, all Employees are expected to be approachable, courteous and prompt in dealing with other people, including Students, Caregivers, other Employees and members of the community.

4.1 Working with Students

Employees and Volunteers who work with Students have a special responsibility in presenting themselves as appropriate role models for those Students. Modeling effective leadership and respect in your interactions with Students can have a profoundly positive influence on a Student's personal and social development.

4.2 Working with Others

Similarly, it is important that as a GEMS Christian Education Employee or Volunteer treat your Colleagues, other Employees, Contractors, Students and Caregivers with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards others is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.

4.3 Discrimination or Harassment

As a GEMS Christian Education Employee or Volunteer, towards Others you must not:

- a) Discriminate.
- b) Harass for an unlawful reason.
- c) Bully.

Your obligations in this regard, including the list of unlawful reasons, are set out in the GEMS Sexual Harassment and GEMS Workplace Bullying Policies. Unlawful harassment or discrimination may constitute an offence under State or Federal Discrimination Legislation. Bullying may be a breach of your obligations under Queensland Work Health and Safety Legislation or your duty of care at Common Law.

4.4 What to do

If you believe you are being unlawfully harassed or discriminated against or bullied:

- a) Where you feel comfortable ask the Person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your Supervisor or Dean in the first instance to seek guidance on how to do this.
- b) Raise the issue as an official complaint in accordance with the GEMS Sexual Harassment and Workplace Bullying Policies as soon as possible after the incident(s) have occurred.

4.5 Our Stance

GEMS Christian Education takes reports of unlawful discrimination and harassment or bullying seriously and will consider action deemed appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

4.6 Maliciousness

If you lie about or exaggerate a complaint, the Company will view this as a very serious matter, and you may be disciplined or dismissed.

5. Duty Of Care And Work Health And Safety

As a GEMS Christian Education Employee, you have a duty of care to Students in your charge to take all reasonable steps to protect Students from risks of harm that can be reasonably predicted.

This duty encompasses a wide range of matters, including (but not limited to):

- a) The provision of adequate supervision.
- b) Ensuring grounds, premises and equipment are safe for Students' use.
- c) Implementing strategies to prevent bullying from occurring.
- d) Providing medical assistance (if competent to do so), or seeking assistance from a medically trained person to aid a Student who is injured or becomes sick at GEMS Christian Education Campus or event.

5.1 Duty of Care as an Employee or Volunteer

As an Employee or Volunteer, you have a duty of care to the Students in your charge. That duty is to take all reasonable steps to protect Students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the Students' maturity and ability.

5.2 Duty of Care to Students

This applies during all activities and functions conducted or arranged by GEMS Christian Education. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

5.3 Your Obligation

You should ensure that you are aware of the GEMS Christian Education policies and procedures in relation to these activities. Please refer to the "Relevant Legislation and Policies" Section of this document.

6. Professional Relationships Between Employees, Volunteers and Students

In relation to physical contact with Students:

- a) You must not impose physical punishment on a Student in the course of your professional duties (this includes your own children).
- b) When physical contact with a Student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the Student by asking for a volunteer if necessary to demonstrate a particular activity.
- c) Attention to the toileting needs of young Students should be done with caution. It may be appropriate to have the door open. For Students with a disability the management of toileting needs should be included in the Student's individual management plan.
- d) When congratulating a Student, a handshake, pat on the shoulder or brief hug are acceptable as long as the Student is comfortable with this action. Please refer to the GEMS Covid-19 Policy for guidance.
- e) Assessing a Student who is injured or ill may necessitate touching the Student. Always advise the Student of what you intend doing and seek their consent.
- f) Sometimes in ensuring duty of care you may be required to restrain a Student from harming him/herself or Others using reasonable force. Any such strategy must be in keeping with the Manual Handling of Students or individual Student management plans. You should report and document any such incidents.

6.1 Relationships with Students

GEMS Christian Education Employees and Volunteers **must not** have a romantic or sexual relationship with any Student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by Parents or Caregivers. You are reminded of:

- a) The law prohibiting sexual relations with a person under the age of consent (16 years).
- b) The law prohibiting sexual relations between a Teacher and their Student under the age of 18 years.

You must not develop a relationship with any Student that is, or that can be interpreted as having a personal rather than a professional interest in a Student. An overly familiar relationship with any Student (including any Adult Student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning

environment for other Students and Colleagues, and may carry a serious reputation risk for the Company.

If you consider that a Student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your Supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.

At all times when speaking with Students care must be taken to use appropriate language. You must always treat Students with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.

You may, as part of your pastoral care role, engage in discussions with Students. This is entirely appropriate. However you must be cautious about making personal comments about a Student or asking questions that probe your own or a Student's sexuality or relationships. You must not hold conversations with a Student of an intimately personal nature where you disclose information about yourself. Appropriate Employees or Counsellors will provide help only for those problems or issues that are within the reasonable boundaries of their competence and responsibility.

Unless you have the express permission of the Executive Principal and their Caregivers. You **must not:**

- a) Invite Students to your home.
- b) Visit Students at their home.
- c) Attend parties or socialise with Students,
- d) Engage in tutoring or coaching Students without the express permission of the Principal.
- e) Invite Students to join your personal electronic social networking site or accept Students' invitations to join their social networking site (see Section 7 - Appropriate use of electronic communication and social networking sites).
- f) Give gifts to Students. You should also carefully consider your position before accepting any gift from a Student (see Section 10 - Declaring gifts, benefits and bribes).
- g) Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid such situations completely, another Teacher should make any significant decisions relating to the Student's assessments and have those endorsed by a Supervisor.
- h) You should be aware of, and sensitive to, Students with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Please refer to the GEMS Child Protection Policy.

7. Appropriate Use Of Electronic Communication and Social Networking

GEMS Christian Education Ltd provides electronic communication facilities for its Students and Employees for education or administrative purposes. It monitors and views data stored or transmitted using the Company's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

Please refer to the GEMS Employee Digital Technology Usage Agreement.

8. Use of Illicit Substances

Work Health and Safety is of fundamental importance to the Company. Maintaining a safe work environment requires everyone's continuous cooperation.

GEMS Christian Education Employees and Volunteers are responsible for ensuring their capacity to perform their duties is not impaired by the use of illicit substances and that the use of such substances does not put at risk themselves or any other person's health and safety.

As an Employee or Volunteer, you must:

- a) Not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances.
- b) Not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work.
- c) Notify your Supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed medication.
- d) Take action to resolve any alcohol or other drug-related problems that you may have.
- e) Consult with your Supervisor or Principal if you are concerned about working with other Employees who may be affected by illicit substances or medications.

8.1 Illicit Substances

As a GEMS Christian Education Employee or Volunteer, you must not:

- a) Have illicit substances in your possession while at work. Any illicit substance found on Company property or in the possession of any Person on Company property may result in disciplinary action including the termination of employment and referral to the Police.
- b) Give Students or other Employees illicit or restricted substances, or encourage or condone their use.
- c) Supply or administer prescription or non-prescription medications to Students unless authorised to do so.

8.2 Alcohol

As a GEMS Christian Education Employee or Volunteer you must not take onto the premises or consume alcohol during work hours or at any GEMS Christian Education function at any time Students are present, including those events conducted outside Company premises.

A Company function is any occasion organized by the Company and/or in the Company's name, including dances, farewells, excursions, sporting fixtures and fundraising events.

As a GEMS Christian Education Employee or Volunteer you must not:

- a) Purchase alcohol for, or give alcohol to, any Student (or to any other Person under the age of 18 years).
- b) Encourage or condone the use of alcohol by Students of any age during educational activities.

8.3 Tobacco/Electronic Cigarettes Or Like Products

As a GEMS Christian Education Employee or Volunteer you must not smoke or permit smoking in any Company buildings, enclosed area or on Company grounds. This includes all buildings, gardens, sports fields, cars and car parks.

You must not purchase tobacco or tobacco products for any Student, or give them tobacco or tobacco products.

Students, Employees, Volunteers, Caregivers and any other Persons are prohibited from using alcohol and/or tobacco at school functions and activities regardless of venue. Please refer to the GEMS Illicit Substances Policy.

9. Identifying And Managing Conflicts Of Interest

Private interests can, or have, the potential to influence a Person's capacity to perform their duties and in turn compromise their integrity and that of the Company.

As a GEMS Christian Education Employee or Volunteer, you must not act in conflict with the Company's best interests. A conflict of interests can involve:

- a) Pecuniary interests i.e. financial gain or loss or other material benefits.
- b) Non-pecuniary interests i.e. favours, personal relationships and associations. It may not only be about your own interests but it may include:
 - i) The interests of members of your immediate family or relatives (where these interests are known).
 - ii) The interests of your own business partners or associates, or those of your workplace.
 - iii) The interests of your friends.

When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your Supervisor or the Principal. You should also report situations where a Superior or Colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

10. Declaring Gifts, Benefits And Bribes

As a GEMS Christian Education Employees and Volunteers, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgment when deciding whether to accept a gift or benefit.

If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.

10.2 Accepting Gifts And Other Benefits

This has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the Company and its

Employees. You must not create the impression that any other Person or Company is influencing the Company or the decisions or actions of any of its Employees.

10.3 If You Are Offered A Gift Or Benefit

You should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than nominal value (e.g. \$100) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of GEMS Christian Education.

10.4 When Such A Gift Is Accepted

You must advise your Principal. They will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

10.5 Competition Prizes Through Work

Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another Company. Prizes are usually considered the property of GEMS Christian Education. If you win a prize you must advise your Supervisor or the Principal who will determine how the prize should be treated and recorded.

11. Communication And Protecting Confidential Information

As a GEMS Christian Education Employee or Volunteer you are required to comply with the established line of communication with Caregivers and those responsible for Student Welfare. You should be mindful of confidentiality when in discussions with these Caregivers and Organisations. You cannot provide a guarantee of confidentiality if the matter under discussion requires mandatory reporting.

11.1 Personal Information

You should not disclose personal information about another Employee to Students or Caregivers or discuss their work performance.

11.2 Internal Communications

All matters discussed in Company meetings and memos are to be treated confidentially and not discussed with Students, members of the GEMS community, or the public.

11.3 Media

The media should not be given access to Students or allowed entry to GEMS Christian Education Campuses or activities without the express permission of the Principal or Executive Principal. You should not make any comments to the media about the Company, Students or Caregivers without the express permission of the Principal or Executive Principal.

11.4 Confidential information

As a Company Employee or Volunteer, you must:

- a) Only use confidential information for the work-related purpose it was intended.
- b) Unless authorised to do so by legislation, not disclose or use any confidential information without the express permission of the Principal.

- c) Make sure that confidential information, in any form, cannot be accessed by unauthorised people.

11.5 Privacy

Sensitive and personal information should only be provided to people, either within or outside the Company, who are authorised to have access to it.

You should always exercise caution and sound judgment in discussing the personal information of Students, Caregivers, Employees and Others with other Employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the Company's work because of their expertise.

12. Record keeping

All GEMS Christian Education Employees and Volunteers have a responsibility to:

- a) Create and maintain full, accurate and honest records of their activities, decisions and other business transactions.
- b) Capture or store records in the Company's record systems.
- c) Not destroy or remove records without appropriate authorisation.

12.1 Responsibilities

Supervisors have a responsibility to ensure that the Employees and Volunteers reporting to them comply with their records management obligations.

Employees and Volunteers responsible for assessing and recording marks for Students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the Company. They must maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.

13. Copyright And Intellectual Property

When creating material you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third party copyright/other rights included in materials.

Advice relating to sharing or licensing the Company's intellectual property should be sought from the Executive Principal.

The Company cannot give away or assign its intellectual property without the approval of the Executive Principal.

If an Employee or Volunteer develops material that relates to their role within the Company, the copyright in that material will belong to the Company. This may apply even if the material was developed in their own time or at home.

The Company's intellectual property (including copyright), should not be used for private purposes without obtaining written permission from the Executive Principal.

14. Employees and Volunteers Lifestyle Requirement

Gems Christian Education Ltd is an educational institution with a clear religious basis and purpose. The Company's Statement of Faith sets out the doctrines, tenets, beliefs and teachings which are core to the Company. We base our teachings and beliefs on the Bible (both Old and New Testaments), which the Company regards as the inspired and inerrant Word of God. These documents inform our understanding of the lifestyle values which Employees and Volunteers who work in this organisation are required to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs and teachings.

Gems Christian Education Ltd was established by and maintains strong links to Hopelands Church (formerly 3CI) and as such operates as a religious community.

15. Statement of Faith and Lifestyle Expectation

Please refer to the GEMS Foundation Statements.

According to the constitution of the organisation, the organisation's's statement of faith is that of the Church Christian Covenant Community Limited. (Hopelands Church)

- 1** We believe in the plenary-verbal inspiration of the accepted canon of Scriptures as originally given. The Scriptures are infallible, inerrant, and the sole and final authority for all matters of faith and conduct (2 Timothy 3:16; 1 Corinthians 2:13).
- 2** We believe in the Eternal Godhead who has revealed himself as One God existing in Three Persons, Father, Son and Holy Spirit, distinguishable but indivisible (Matthew 28:19; 2 Corinthians 13:14).
- 3** We believe in the creation, test and fall of man as recorded in Genesis: his total spiritual depravity and inability to attain to divine righteousness (Romans 5:12 to 18).
- 4** We believe in the Lord Jesus Christ, the Saviour of men, conceived of the Holy Spirit, born of the virgin Mary, very God and very man (Luke 1:26-35; 1 John 1:18; Isaiah 7:14; Isaiah 9:6).
- 5** We believe Christ died for our sins, was buried and rose again the third day, and personally appeared unto his disciples (1Corinthians 15:1-4; Romans 4:25).
- 6** We believe in the bodily ascension of Jesus to Heaven, his exaltation, and personal, literal and bodily coming again the second time for his Church (John 14:2,3; 1 Thessalonians 4:13-18).
- 7** We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of Christ by which we obtain remission of sins (Ephesians 2:8,9; Hebrews 9:12,22; Romans 5:11).
- 8** We believe in the necessity of water baptism by immersion in the Name of the Eternal Godhead in order to fulfil the command of the Lord Jesus Christ (Matthew 28:19; Acts 2:34-36; 19:1-6).

- 9** We believe in the baptism of the Holy Spirit as a real experience at, or subsequent to salvation, with the Scriptural evidence, namely speaking in other tongues as the Spirit gives utterance (Acts 2:1-4; 8:14-17; 10:44-46; Galatians 3:14,15).
- 10** We believe in the operation of the gifts of the Spirit as enumerated in 1 Corinthians 12-14, as manifested in the early Church.
- 11** We believe in the Spirit-filled life, a life of separation from the world and perfecting in the fear of God as expressing the true Christian's faith (Ephesians 5:18; 2 Corinthians 6:14; 7:1).
- 12** We believe in the healing of the body by divine power, or divine healing in its various aspects as practiced in the early Church (Acts 4:30; Romans 8:11; 1 Corinthians 12:9; James 5:14).
- 13** We believe in the table of the Lord, commonly called the Communion or the Lord's Supper, for believers (1 Corinthians 11:28-32; Matthew 26:26-28).
- 14** We believe in the reality and personality of the devil, and eternal judgement in the Lake of Fire for the devil and his angels (Matthew 25:41; Revelation 20:14,15).
- 15** We believe in eternal life for believers (John 5:24; 3:16) and eternal punishment for the unbelievers (Mark 9:43-48; 2 Thessalonians 1:9; Revelation 20:10-15).
- 16** We believe that there is one true universal Church, made up of genuine believers, but this one universal Church is also composed of many local churches in given localities. These churches are under the sovereign headship of the Lord Jesus Christ, exercising autonomous government under him, administering all its local affairs and ministry, as well as the propagation of the Gospel (Acts 15:22; Matthew 16:18; 18:15-20).
- 17** We believe that government is ordained of God, and the powers that be, are ordained as ministers of God to us for good. To resist the powers and the ordinances is to resist the ordinance of God. We are subject, not only for wrath's sake but for conscience sake, rendering to all their dues, custom to whom custom, fear to whom fear, honor to whom honor. We declare our loyalty to our government and its leaders and will assist in every way possible consistent with our faith in the Scriptures as Christian citizens (Romans 13).

This is the statement of faith of GEMS Christian Education Ltd and we expect that all staff acknowledge that it be in essence the same as their personal statement of faith, based on Christian Biblical Principles. We acknowledge that there may be small particular points of variance in relation to point (9) above and staff must accept individuals varying views of belief in relation to this point.

These teachings are expounded in many of GEMS Christian Education's public and internal documents, both printed and on the website and made available to Employees as part of their appointment process and in their employment. These documents inform our understanding of the lifestyle values, which Employees and Volunteers who work in this Company are required to respect and maintain.

All members of Gems Christian Education, regardless of their role, are required to be seen to conduct themselves in a manner consistent with the principles and beliefs and in accordance with the Christian ethos of the Company, thus providing a specifically Christian role model and example to all the families associated with the Company.

Employees and Volunteers of GEMS Christian Education are required to:

- a) Refrain from acting in the course of their work or in doing something connected with their work in a way that they know or ought reasonably to know is contrary to the religious beliefs of Gems Christian Education.
- b) Do nothing which would dishonor the values and ethos of GEMS Christian Education.
- c) Regularly and frequently attend a Christian Church and to regularly and frequently support Company devotions and worship services.

It is a genuine occupational requirement of Gems Christian Education that all Employees and Volunteers, in the course of, or in connection with their work, act in a way that is consistent with the religious beliefs of the Company. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the responsibilities they have towards their Colleagues, or Students and Families of the Company. The Company may initiate due process, including an attempt at restoration, and may also include disciplinary measures including termination of employment if there continues to be significant incompatibility.

16. Dress Code

Please refer to the GEMS Employee Dress Policy.

17. Curriculum Framework

Teachers, Employees and Volunteers working with Students must be familiar with the Company's Curriculum Framework and must comply with this framework.

17. Acknowledgement for New Employees and Volunteers

I _____ have read, understood and agree to comply with the terms of:

- GEMS Employee and Volunteer Code of Conduct

Signed

Dated