

God's World Publications, Inc.

DBA WORLD News Group

Code of Conduct

1. Policy Inclusions. This ministry's Code of Conduct is rooted in its sincerely held religious beliefs as summarized in the ministry's Statement of Faith and Beliefs, and is consistent with The Ten Commandments (Exodus 20:2-17) and The Great Commandments as stated by Jesus Christ (Matt. 22:37-40). We affirm and require these commitments in order to maintain faithfulness to historic Christian theological and moral commitments.

2. Personal Conduct. All directors, employees, volunteers, and freelance writers of World News Group entities (the "Ministry") shall hereinafter be referred to as Ministry Personnel and are covered under this Code of Conduct. All such Ministry Personnel must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon Christ and the Christian beliefs and mission of the Ministry, either expressed or implied. The use of common sense, good ethical standards, and discretion will guide all Ministry Personnel in proper conduct. Failure to maintain the standards of this Code of Conduct shall be subject to disciplinary action, up to and including termination. It is expected that all Ministry Personnel will conduct themselves in a manner consistent with traditional biblical standards, values, and character.

3. Rules of Conduct. In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all Ministry Personnel, and enhance the smooth operation of the organization. Ministry Personnel are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each employee without placing unduly burdensome restrictions on anyone.

Ministry Personnel are expected to model appropriate behavior and conduct both on and off campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and loves their brothers and sisters in Christ, along with their neighbor. Ministry Personnel are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Specifically, Ministry Personnel shall respect the integrity and confidences of other Ministry Personnel and those outside of our community attending any of our Ministry's functions.

In summary, Christian ethics demand that Ministry Personnel act in love and integrity, in confidentiality, and in alignment with the Statement of Faith and Beliefs, the mission, and the core values of this Ministry.

4. Inappropriate Conduct. Violation of Ministry rules and policies may result in an oral warning, a written warning, and/or termination of the person's role in the Ministry. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the Ministry. Set forth below are some

examples of misconduct which will not be tolerated by the Ministry. This list is not exhaustive and examples are not listed in order of seriousness.

- a. Violation by any employee of the policies and procedures set forth in the Employee Handbook.
- b. Giving false or incomplete information to the Ministry, including in personnel and/or student records, financial records or any other Ministry records.
- c. Engaging in any activity which a Ministry Personnel knows, or should reasonably know, will adversely affect the work of the Ministry.
- d. Deliberate damage or destruction of any ministry property or the property of any Ministry Personnel
- e. Engaging in criminal conduct or committing a fraudulent act or a breach of trust under any circumstances.
- f. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or other ministry leader.
- g. Using abusive or threatening language at any time on Ministry property or towards a supervisor, co-worker or other Ministry Personnel (with the understanding that this Ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define “abusive language” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
- h. Wearing unprofessional or inappropriate styles of dress during work hours or while on Ministry business or property.
- i. Violation of any safety, health, security, or Ministry policies, rules or procedures (with the understanding that this Ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define “safety”, “health,” or “security” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
- j. Possessing, using, distributing, selling, negotiating the sale of, or being under the influence of, illegal drugs, or other controlled substances, without a prescription, including edibles.
- k. Being under the influence of alcohol during work hours, or on Ministry property (including the company vehicle), or on Ministry business.
- l. Possession of potentially hazardous or dangerous materials or items on Ministry property or business (where not permitted) such as firearms, weapons, chemicals, etc., without prior Ministry written authorization.
- m. Physical fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer, including unlawful harassment of a sexual nature (with the understanding that this Ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does

not define “harassment” as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline). See Employee Handbook.

- n. Disclosure to any third party, or failure to maintain the confidentiality of, trade secrets, proprietary, or confidential information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Ministry or its customers, contractors, suppliers, or vendors. See Employee Handbook.
- o. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the Ministry including engaging in sexual acts and/or relationships outside the confines of biblical marriage between one man and one woman and rejection of one’s sex assigned by God at birth (including dressing in such a way as to willfully reject one’s biological sex at birth (Gen. 1:27)).
- p. Any adult employee dating, or otherwise becoming romantically involved with, anyone under legal age.

If a member of the Ministry Personnel has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the Ministry, the person should refer the question to the Ministry’s HR department.

The Ministry strives to provide a comfortable, productive, legal, and ethical work environment. To this end, please bring any problems, concerns, or grievances you have about the work place to the attention of your Manager and, if necessary, to Human Resources or upper level management. (See Employee Handbook - Section 6.3 Open Door/Conflict Resolution Policy)