

Peninsula Community Chapel

Workplace Guidelines Policy Manual

(Revised and Updated - June 2012)

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General

The purpose of these guidelines is to define Peninsula Community Chapel's general purpose workplace expectations. By keeping employees informed of these expectations, both the Chapel and the employees will be able to operate in God's house in a more decent and orderly manner.

Peninsula Community Chapel's basic rule is very simple: if any employee engages in activity detrimental to the best interests of Peninsula Community Chapel, its members, or its employees, he or she will be appropriately disciplined. There will be consequences for improper behavior. The workplace guidelines listed in this Policy Manual must not be considered as exhaustive or all-inclusive.

Examples of activities detrimental to the Chapel includes, but are not limited to, habitual lateness and/or absenteeism, destruction of property, fighting, reporting to work under the influence of drugs or alcohol, stealing, insubordination, refusing to perform an assignment, and disclosing confidential information inappropriately. This list is not all-inclusive, but provides an example of improper or unacceptable behavior.

Employee Photographs

Various departments and ministries of the Chapel will use photographs of Chapel employees for personnel records, membership newsletters, web site biographies, staff albums, and items of similar nature as situations warrant. Photographs are required for all full-time & part-time employees.

Personal Appearance and Dress Code

Appearances reflect not only upon the staff person as an individual, but also upon the Chapel. The appearance of staff members must be appropriate to the occasion as defined by their supervisor and their duties. Attire should be neat and attractive while on Chapel grounds.

Open Door Arrangement

One of the foremost goals of Peninsula Community Chapel is to ensure that each employee has a way to express their problems, opinions, and suggestions. For all administrative matters, the employee may talk with their immediate supervisor first, and if their supervisor cannot resolve an issue that is brought to his or her attention, he or she will refer them to the next higher supervision level for resolution.

For all personal matters, the employee may talk with any member of the ministerial staff with whom they feel comfortable.

All employees of Peninsula Community Chapel are encouraged to take an active part in the ministries and support of the Chapel. The Senior Pastor and other leadership positions rely upon support and encouragement from the Chapel staff in their decision-making.

Parking on Chapel Facilities

Parking is at the employee's own risk. Peninsula Community Chapel will not be responsible for any forms of theft or damage to an employee's vehicle parked on or near Chapel facilities. Additionally, Peninsula Community Chapel will not be responsible for any personal property left in vehicles that is lost, damaged, stolen, or destroyed. Vehicles must always be locked when unattended. It is the responsibility of each employee to use prudent measures in safeguarding their vehicles while on Chapel facilities.

Each employee is encouraged to notify the Chapel office whenever they notice a suspicious or unusual circumstance in Chapel parking areas.

Recording Time Worked

All non-salaried employees are required to maintain a time reporting of actual hours worked by filling out a time card.

Employees must not record their starting time until they are ready to report directly to their workstation and begin work.

Violations of these guidelines may result in disciplinary action, up to and including possible termination.

Tardiness and Absence

Employee work schedules are relied upon by ministry leaders and immediate supervisors. Therefore, it is critical that each employee works his or her assigned schedules on a punctual and consistent basis. However, the Chapel is aware that illnesses or emergencies may occur which could cause the employee to miss work.

The offices of the Chapel are open Monday through Thursday from 8:00 a.m. to 4:00 p.m. and on Fridays from 9:00 a.m. to 12:00 p.m. If an employee is unable to report to work for any reason, they must call the Chapel office no later than 8:30 a.m. Employees must talk directly with his/her supervisor. **Leaving a message is not acceptable.** If the employee's supervisor is not in the office at the time of the call, the next responsible person must be contacted. It is the employee's responsibility to keep the Chapel informed on a daily basis regarding status during a short-term absence and to provide appropriate medical verification when requested.

Employees who are excessively tardy or absent or show a consistent pattern of absence, whether excused or unexcused, will be subject to disciplinary action, up to and including possible termination.

Inclement Weather

Before Normal Working Hours

If an employee is at home when inclement weather begins, they must listen to local news reports to determine if public schools will be closed. If the public school system does close schools, then all programs requiring childcare will be cancelled. Child Care employees should not report to work.

As conditions allow, a message will be placed on the Chapel's answering machine, (757) 867-8530, by 7:30 a.m., to give employees instructions on who should report to work.

If an employee has children and does not have a childcare alternative, he/she may choose to stay home in a non-compensated status, or use paid leave of absence.

The Chapel Administrator will directly notify those maintenance and custodial staff who need to report to work for emergency situations and contact any other support staff that might need to report for work. The Senior and/or Associate Pastor will be responsible to make such contacts in the absence of the Chapel Administrator.

Employees away on scheduled vacation or approved leave of absence will not be called to report. Employees facing personal crises preventing them from coming to work (e.g. protection of personal property and/or immediate family) will also be excused.

During Normal Working Hours

If the Chapel experiences a prolonged power failure, is aware of approaching bad weather, or hears that a public school system is closing, the Senior Pastor and the Chapel Administrator will determine if Chapel facilities will be closed. In the event the power failure is only in the Chapel's local area, and childcare is being provided, the nursery staff will continue to operate until the last child has been picked up. Their immediate supervisor will release all other Chapel staff after their responsible areas have been properly secured for the day. As conditions allow, a message will be placed on the Chapel's answering machine, (757) 867-8530, by 7:30 a.m. of the following day to provide instructions regarding the status of employees returning to work.

If an employee is on the job, and leadership closes the facilities, the employee will be paid for the hours they would have normally worked for that day. If the facilities are closed beyond that day, the employee will not be paid for this additional time off. In those cases where the Chapel's facilities are unable to be reopened for an extended period of time, employees may use their Paid Time Off benefits or may request to make up time later in the day or week. All requests must be made in writing to be valid.

Peninsula Community Chapel will reopen its doors for operations as determined by the Chapel Administrator, Senior Pastor, and local officials, in the event the Chapel experiences a large amount of damage to its facilities and/or equipment.

Cancellation of Chapel Services

Chapel services will only be cancelled if determined to be necessary by the Senior Pastor, Associate Pastor, or the Chapel Administrator.

Leaving Office during Regular Hours

When an employee leaves the office, he/she is required to notify the Chapel office with their departure and the expected time of return to the office.

Staff Meetings

All pastoral staff and selected administrative staff are required to attend a weekly staff meeting on Tuesdays from 9:00 a.m. to noon. If a designated staff member cannot attend he/she will notify the Senior or Associate Pastor. Due to the importance of maximum participation in this meeting, all designated staff are expected to keep this time frame free from other appointments and to be in attendance promptly at 9:00 a.m. This staff meeting is replaced once a quarter with a staff day of prayer from 9:00 a.m. to 3:00 p.m. at an off-site location.

Additionally, all pastoral staff are expected to attend a brief Sunday pre-service meeting at 8:00 a.m. in the Senior Pastor's office for a time of prayer and coordination.

Ministry leaders are to conduct regularly scheduled meetings with the personnel staff under their supervision. These meetings are to be used to keep their staff informed and to allow adequate time for discussion and questions.

Occasionally, staff meetings will be held to provide ongoing training to Chapel employees for the purpose of helping them perform their duties in light of changing federal and/or state laws.

Personnel Files and Records

It is critical that the Chapel maintains current and accurate information about each employee. Employees are expected to keep the Chapel Administrator informed of changes to their name, address, telephone number, marital status, person to notify in case of emergency, and the like. Changes to names and/or Social Security numbers will require the provision of original documentation authorizing the change.

The Chapel Administrator must also be notified of any changes to the employee's benefit situations (e.g., names of dependents and beneficiary for insurance purposes) in order for the staff to make the necessary and timely changes and notifications to the Chapel's insurance and other benefit providers.

Employees will be allowed to review their personnel records that have been used to determine their qualifications for employment, promotion, compensation, termination, or and disciplinary actions in the presence of the Chapel Administrator. Employees are not allowed access to other employee's files unless it is a part of their position duties. This includes personnel office staff, present or potential supervisors, and administrative or executive staff.

Conflict Resolution

Mutual Agreement to Arbitrate

All employees of the Chapel are required to sign the 'Mutual Agreement to Arbitrate' as condition of their employment. The purpose of this agreement is to ensure that we follow Biblical principles that command us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of Matthew 5:22-24, Matthew 18:15-20 and I Corinthians 6:1-8. This agreement is distributed with the Chapel's Human Resource Policy Manual at the beginning of employment.

Complaint Submittal

Chapel members and employees are encouraged to submit complaints and suggestions for leadership consideration. Such submittals may be made on either of the following:

- Complaint Submittal Form
- Chapel Member Complaint/Suggestion Form
- Complaint submittals that have not been signed will be disregarded.
- Individuals making such submittals should not fear any form of retaliation or of being ostracized. All parts of the Peninsula Community Chapel body are important to strengthening His Church.
- All complaint submittals should be in a sealed envelope, marked "Confidential" and forwarded to the responsible individual.
- The responsible individual and the person submitting the complaint will work to resolve the issue in a Christ-like manner.

General Overview of Chapel Discipline - Matthew 18 Principle

The purpose of church discipline is foremost to uphold the honor of Christ. Believers who have fallen into a deliberate, persistent, and unrepentant lifestyle of sin are valuable treasures to be regained. Jesus said when you reclaim and restore a wandering believer then you "have won your brother over" (Matthew 18:15). The word "won" is taken from the marketplace and refers to accumulating wealth or securing a treasure. A persistently sinning Christian who is unrepentant is a valuable treasure that needs to be regained for the body of Christ and the family of God.

In Matthew 18, our Lord tells us the steps of healing love to take in hopes of regaining lost treasure. Chapter 18 addresses the childlikeness of every believer. It may be outlined as follows:

- Verses 1-4 You must enter the kingdom of God like a little child with humility and simple trust.
- Verses 3-9 You must protect a little child from sin and harm.
- Verses 10-14 You must go after and care for a wayward child.
- Verses 15-20 You must discipline a wayward child.
- Verses 21-35 You must forgive and restore a repentant child.

Like growing children, Christians should conform their lives to a standard. One of the best methods to teach obedience is the healing love of discipline. In verses 15-20, Jesus defines the specific steps to take to regain the lost treasure of a fellow believer who has fallen into a lifestyle of sin. What Jesus does not tell us is exactly how to carry out each step and how many times each step is to be carried out. Perhaps every church is left to follow the leadership of God's Spirit to decide the best procedure to practice the healing love of church discipline. Detailed in the following is a procedure for practicing the healing love of church discipline so the fallen can be restored and the treasure can be regained.

Disciplining Peninsula Community Chapel Members

Step 1 - Personal and Private Conference (v. 15)

- Do I have personal first-hand knowledge of the sin?
- Personal purity - before going to point out someone else's sin, I should first confess my own (Matthew 7:3-5).
- Is my honest motivation and purpose for going to this person that of restoration?
- Can I go to this person with an attitude of love, gentleness, and humility? (Galatians 6:1-3).
- The leadership of the Holy Spirit and the individual's response largely determines the number of times you personally and privately approach this individual. Certainly more than once.
- If he/she listens and repents, you have restored him/her; if he/she doesn't, then proceed to step 2.

Step 2 - Private Reproval with One or Two Witnesses (v. 16)

- These witnesses are people who have personal purity, proper attitude, and correct purpose.
- They are to be witnesses of the meeting and conversation, not necessarily of the sin itself.
- Getting more people involved prevents wrong reporting of the meeting and conversation.
- The number of times these two or three privately meet is again determined by the leading of the Holy Spirit and the person's response. Surely, more than once.
- If he/she listens and repents, you have restored him/her; if he/she doesn't, then proceed to step 3.

Step 3 - Tell it to Proper Chapel Leadership (v. 17a)

- The appropriate Elder should be contacted and provided all the facts to that point. The matter must be submitted to the Elder in writing, listing the dates contacted and the witnesses.
- The Elder should select one or two pastoral staff members, a home group leader and/or ministry leaders from the appropriate ministry area to go and meet with the one being reprovved in a private conference.
- At this conference, if the individual continues to be unrepentant, he/she should be advised that the next step is to inform the entire Board of Elders at their next meeting.
- Inform the Board of Elders at their next meeting, where it will be prayed about further and discussed.

- Deliver in person or send a letter by registered mail with return receipt requested to the individual regarding the concerns and results of the Board of Elders. Legal counsel should review this letter before it is mailed. The letter should inform the person that if the Senior Pastor's office has not heard from the person by a certain date (date to be decided by Elders) the Chapel body will be informed.
- If he/she listens and repents, you have restored him/her; if he/she doesn't, then proceed to Step 4.

Step 4 - Public Announcement of the Exclusion from the Chapel Fellowship (v. 17b)

- At an appropriate time (to be decided by Elders), members of the Chapel should be informed and encouraged to pray for the repentance and restoration of the one being reprovved. Before discussing the discipline matter before the Chapel, all visitors and non-Chapel Members must be dismissed.
- The letter hand delivered or sent by registered mail should be read.
- The members of the Chapel are encouraged to continue to pray and assist in calling the one being reprovved to repentance and restoration.
- The members of the Chapel are informed that the unrepentant party will be removed immediately from the Chapel Membership roll and is no longer a Member of the fellowship.
- The following day, unless it is a holiday, a letter will be sent by registered mail to the individual informing him/her of removal from Chapel Membership and fellowship. Legal counsel should review and approve the letter before it is mailed.
- Any contact with this individual should be carefully guarded and limited - always prayerfully and lovingly seeking to call them to repentance and restoration.
- NOTE: If at any time during the Biblical procedure the one being reprovved requests in writing to be removed from the Chapel Membership roll this will be honored, and the Chapel will respond to this request in writing. Legal counsel should review and approve this letter.

Step 5 - Restoration of Repentant Person (2 Corinthians 2:5-11; Matthew 18:21ff)

- If the one being reprovved eventually repents, he/she should be forgiven and restored. If repentance occurs after Step #4, public exclusion, then restoration should be public as well.

Disciplining Non-Members of Peninsula Community Chapel

In cases where the one being reprovved is a professing Christian and attending the Chapel regularly, the disciplining process will be carried out through Step #2. An Elder and/or a Pastor may also approach the offender. A public announcement will not be made to the Chapel unless the situation warrants an announcement for the safety or welfare of the congregation.

Arbitration Thought Christian Conciliation

Whenever the disciplined member rebels against leadership or challenges the Matthew 18 principle, the Chapel will then utilize arbitration to resolve the dispute. Arbitration is simply a written agreement on how to resolve disputes by the use of impartial means. Disputes arising from employment, Chapel contracts, and the like may also require arbitration proceedings. In other words, binding arbitration provisions may be inserted into employment and service provider contracts for directing possible future disputes, or may be an agreement on behalf of each party, to an existing dispute, to submit to arbitration. The use of arbitration may significantly reduce the amount of time and legal fees to resolve a dispute involving the Chapel.

Unlike the strict rules of courtroom proceedings, arbitration rules are rather simple and informal. The rules are much more flexible and may be varied by mutual consent of the parties. All conflicts of resolution will be pursued in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation.

Arbitrators are impartial to the dispute and are experienced in arbitration proceedings. They are selected based on their knowledge and experience of the subject matter being disputed. Arbitrators may render awards based on their review and analysis of the facts of a dispute. These awards are final and binding and are enforceable in a court of law. Court intervention is limited and applicable state and federal arbitration laws facilitate award enforcement.

Staff Disputes

All staff are encouraged to resolve disputes in an expeditious manner. As Matthew 18 stipulated, the first step is to approach the applicable staff person one-on-one as a brother or sister in Christ. If this does not resolve the matter, the employee should then bring the dispute immediately to his/her supervisor or to a ministerial staff member if the supervisor is perceived to be a part of the problem.

Staff disputes must be resolved on a prompt basis so that reconciliation and serving together can be restored. If a conflict between staff is not resolved within 48 hours, the matter must be brought to the attention of the Senior Pastor who will immediately seek to coordinate resolution between the affected staff and, if appropriate, legal council.

Wording in Contracts and Agreements

The following standard clauses should be inserted whenever practical into contracts and agreements to provide for both the Matthew 18 principle and arbitration proceedings regarding possible future claims and disputes:

“Any claim or dispute arising from or relating to this contract, or the breach thereof, shall be settled by mediation, and if necessary to resolve the dispute, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. Judgment upon an arbitration award may be entered in any court having jurisdiction thereof.”

“The parties to this agreement are Christians and believe that Scripture teaches in Matthew 18:15-20 and I Corinthians 6:1-8 that every effort must be made to live at

peace and to resolve disputes or conflicts with each other in private or within the Chapel. Therefore, the parties agree that any claim or dispute arising from or related to this agreement, which claim or dispute is not resolved in private meetings between the parties, shall be settled by biblically based and legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. Judgment upon an arbitration award may be entered in any court having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file any suit or claim against one another for such claims or disputes, except to enforce an arbitration decision of the provisions of this article.”

Professional Assistance

Chapel legal council shall be consulted in all conflict resolution matters. Also, the Chapel’s insurance agent should be consulted if liability coverage is available.

Final Thoughts

Practicing the healing love of church discipline in order to uphold the honor of Christ and to regain the lost treasure of a fellow believer can be difficult and painful. The entire process should be one where discernment, sensitivity, and love are apparent. Practicing this process is biblical and necessary to maintain the purity and testimony of the Church of Jesus Christ.

Making Suggestions

Management strongly encourages employees to share any suggestions they might have to better improve Chapel operations or procedures. Suggestions may be signed or anonymous. Suggestions may be submitted in person or placed in Chapel mailboxes.

Sexual and Other Forms of Harassment

Peninsula Community Chapel is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Peninsula Community Chapel is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, sex, age, disability, marital or veteran status, religion, genetic information or any other category protected under applicable law made by someone from or in the work setting under any of the following conditions:

- - Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment,
 - Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual,

- The conduct has the purpose or effect of having a negative influence upon the individual's work performance, or of creating and intimidating, hostile, or offensive work environment,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities, or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, promotions, or activities available at or through Peninsula Community Chapel.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- - Unwanted sexual advances or propositions,
 - Offering employment benefits in exchange for sexual favors,
 - Making or threatening reprisals after a negative response to sexual advances,
 - Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law,
 - Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law, and that is placed on walls, bulletin boards, or elsewhere on Peninsula Community Chapel premises, or circulated in the workplace,
 - Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, national origin, sex, age, disability, marital or veteran status, genetic information, or any other category protected under applicable law, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggesting or obscene letters, notes or invitations, and
 - Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who believe they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Chapel Administrator, or the Elders chair if the complaint involves the Chapel Administrator. Employees who observe

conducts of a harassing nature are also encouraged to report the matter to the Chapel Administrator, or the Elders chair if the complaint involves the Chapel Administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Peninsula Community Chapel reserves the right to fully investigate every complaint.

It is against the Chapel's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment. Employees who believe they have been retaliated against for reporting harassment should complain to the Chapel Administrator or Elders chair. All retaliation allegations will be investigated in accordance with the process above.

When the Chapel Administrator or Elders chair if the complaint involves the Chapel Administrator, receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment or retaliation in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Personal or Romantic Relationships

Situations may arise where a friendship between two employees develops into a personal or romantic relationship. Romantic relationships between coworkers or others at or through the Chapel can create difficulties for parties involved, Peninsula Community Chapel, or even other employees or members.

When this occurs, and one employee is anywhere in the chain of authority or influence over the other, the employees are expected to report the relationship to their ministerial supervisor(s) and to the Chapel Administrator. When this type of authority is allowed to occur, it affects employee morale by perceptions of favoritism and potential violations of the sexual harassment policy. Therefore, reporting the relationship to the Chapel Administrator is mandatory.

The employees must report this relationship at any time it appears the relationship could result in romantic attachment (e.g., dating).

If two employees marry or become involved in a romantic relationship which conflicts with this policy, one employee must either move to a different ministry or find alternative employment within ninety (90) days (or sooner if the Chapel Administrator deems it necessary).

Drug-Free Workplace

Peninsula Community Chapel desires to provide a drug-free, healthy, and safe work place for our staff and guests. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their ministry in a satisfactory manner.

The manufacturing, distribution, dispensation, or possession of alcohol, illegal drugs, or any controlled substance on Chapel property or in Chapel vehicles is

prohibited. It is a violation of our policy for employees to report to work or operate Chapel vehicles or equipment “under the influence” of alcohol, illegal drugs, or any controlled substances. Peninsula Community Chapel reserves the right to require employees to submit to a blood or urine test prior to employment, or at any point during employment.

Possession or detection of drugs or alcohol or refusal to abide by this policy will subject an employee to disciplinary action, up to and including termination.

Sale of Personal Merchandise

Employees, immediate family members, or businesses operated by employees or family members may not directly sell merchandise that relates to a business they are involved in outside the Chapel to employees Chapel members or guests during normal working hours. Furthermore, sales may not be made for or at Chapel-related functions (such as retreats, concerts, and the like). Sales may be made after hours and not on Chapel facilities.

Employee Family Members

We thank God for the spouses and children of our staff and we always desire for staff to place their family before this ministry. Staff must always remain sensitive to Peninsula Community Chapel position of responsibility with children. Children are not allowed on the property of the Chapel without proper supervision. The Chapel cannot assume responsibility for a child left unattended in a room during any time of the day or night. Furthermore, employees must not get into the habit of allowing extended visits for children, spouses, or other family members during normal work hours.

Outside Employment and Activities

Peninsula Community Chapel believes that all employees must devote their spiritual gifts and talents to the ministry works for which they are employed. Leadership discourages full-time employees from taking part-time employment outside the Chapel but does understand that it may be necessary under certain circumstances. Outside employment is allowed with prior approval of the employee’s immediate supervisor, ministry leader, and the Chapel Administrator. Approvals are conditioned upon the employee maintaining satisfactory performance evaluations from their immediate supervisor. Furthermore, the Chapel will not pay any medical benefits for injuries or sicknesses resulting from the part-time employment. If excessive time off is required due to an injury or sickness from part-time employment, this condition could result in his/her termination from employment with the Chapel.

Personal Mail

Due to the large amount of mail the Chapel receives each day, it is important that any mail of a personal nature be delivered to the employee’s home address and not to the Chapel.

Personal and Ethical Responsibilities

All employees must conduct their personal affairs in such a fashion that their individual responsibility and the Chapel’s ministry and reputation are not

jeopardized, and ethical and/or moral questions do not arise with respect to their association or work with Peninsula Community Chapel. Employees are expected to use good judgment and common sense by avoiding acts that could violate sound business ethics or cause harm to the Chapel and/or fellow staff members.

Potential ethical conflicts could include; receiving expensive gifts from Chapel suppliers or Chapel members, misappropriation of work time on Chapel property, biased selection of vendor contracts, disclosures of confidential Chapel information to others or use for personal gain, and the like. Compliance with these standards is the responsibility of every employee and Chapel member.

Financial Integrity

All employees are to respect the Chapel's budget process and final adopted spending plan. Staff members are to administer the budget effectively and abide by the following financial guidelines:

- Not transfer funds from their original budget area(s) to another budget area without prior permission from the Chapel Administrator. Ministry leaders are allowed to transfer funds between line items in their adopted budget area, but their total budget cannot be exceeded.
- Not overspend the budget without prior approval from the Chapel Administrator.
- Not accept from Chapel Members or other donors designated tithes or offerings for any purpose.
- Not solicit contributions for programs or other purposes without prior permission from the Chapel Administrator.
- Be careful to never solicit or encourage gifts from Chapel Members or guests for themselves or their family.

Counseling Sessions

Peninsula Community Chapel is committed to protecting the integrity of our staff and the reputation of the Chapel. Scripture stipulates that Chapel leaders are to be "above reproach," and that even the "appearance" of wrongdoing must be avoided. Therefore, the following counseling guidelines have been established for all staff members to follow:

- **Never** visit the opposite sex in a home environment without accompaniment.
- Take another person along when engaging in opposite sex counseling, or when visiting persons in the hospital (especially when the person is in a private room).
- **Never** counsel the opposite sex alone in a Chapel office, room, or any other location on Chapel property without a second person available immediately outside the office or room exit.
- **Never** counsel the opposite sex alone on Chapel facilities after normal working hours.

- When counseling the opposite sex, limit the sessions to no more than three (3). After three (3) sessions, the counseled individual should be referred to a professional counselor.
- **Never** discuss detailed sexual problems with the opposite sex. Refer them to the appropriate same-sex ministry (e.g., Women’s Ministry, or Men’s Ministry).
- **Never** discuss personal marriage problems with any Chapel Member or Chapel guest of the opposite sex.
- Respond very carefully to cards and letters from the opposite sex.
- Use Chapel secretaries, open/glass viewing rooms and video cameras as protective measures.

Confidentiality of Chapel Information

During the course of employment with Peninsula Community Chapel, employees and/or staff may have access on a regular basis to information of a highly sensitive and confidential nature. This information will be contained in Chapel records, correspondence with Chapel Members and others, inter-office memoranda, and other similar documents. Employees of Peninsula Community Chapel serve in a position of trust, and they have an obligation to the Chapel and to those persons to whom the Chapel ministers to see that the confidentiality of this information is strictly maintained and protected. Unauthorized use or disclosure, even if inadvertent, compromises both the employee and the Chapel, and seriously erodes the confidence of others without which Peninsula Community Chapel simply could not effectively minister.

Information regarding Peninsula Community Chapel or its members, or other persons to whom Peninsula Community Chapel may minister, of which the employee becomes aware as a result of their employment relationship, is considered confidential information. The employee may not disclose, duplicate, or use this information except as required in the performance of their duties with the Chapel. Failure to adhere to these necessary standards may result in disciplinary action.

Use of email for confidential information and messages must be avoided wherever possible. If the use of email for confidential material is unavoidable, the following statement must be included at the bottom of the message:

This electronic message contains information which may be confidential, proprietary, privileged or otherwise protected from disclosure. The information is intended to be used solely by the recipient(s) named above. If you are not an intended recipient, be aware that any review, disclosure, copying, distribution or use of this transmission or its contents is prohibited. If you have received this transmission in error, please notify the sender immediately.

Furthermore, confidential information that is sent in the mail will always be sent in a sealed envelope marked “Confidential – to be opened by Addressee only.” Access to this material may be allowed only to authorized individuals.

Cell phone conversations are not considered confidential. Therefore, employees must refrain from engaging in confidential spiritual counseling over a cell phone and should wait until the discussion can be made in person where practical.

Following are several helpful tips that Chapel employees shall use in handling confidential information:

- Protect confidential papers that are on an employee's desk by keeping them face down.
- Safeguard confidential documents that are not in use by storing them in a file cabinet.
- Mark each confidential folder or envelope "**CONFIDENTIAL.**"
- Shred (at least by hand) confidential papers, notes, and photocopies before they are discarded into trash receptacles.
- Never leave personal notes and papers on your desk when you leave for the day.
- Use passwords to access personal and confidential files that are stored on personal computers.

The employee's obligation to preserve the confidentiality of information acquired during their employment continues even after the Chapel no longer employs them. The employee may not disclose, after separation of their employment, any information which they were not permitted to disclose during their employment. Moreover, the employee may not utilize the confidential information he or she acquired while employed at Peninsula Community Chapel even after their departure from the Chapel.

Copyright Infringements

Chapel leadership will not tolerate any forms of copyright infringements. Chapel-owned copy machines, sound recording devices, or any other forms of duplicating or reproducing equipment may not be used to copy or reproduce any forms of copyrighted materials for ministry or personal use. Violation of this policy can result in immediate termination.

Access to and Removal of Chapel Property

It is critical that Peninsula Community Chapel has access at all times to Chapel property. As a result, the Chapel reserves the right to access employee offices, work stations, filing cabinets, desks, credenzas, and any other Chapel property at its discretion, with or without advance notice or consent. Such access would also include records, documents, files, schedules, ledgers, and the like.

No property is to be loaned or removed from the Chapel grounds without approval of the Chapel Administrator. Audio or video equipment may not be removed from one Chapel area to another without approval of the Minister of Worship and Arts.

Removal of official Chapel documents or records without the expressed consent of the employee's ministry supervisor is strictly prohibited.

Issuance of Chapel Property and Equipment

The Chapel Administrator will issue keys or keycards to exterior doors and/or offices of the Chapel to appropriate employees and ministry leaders. Chapel-issued keys may not be used by anyone except the employee or ministry leader to whom they are issued. An employee or ministry leader must never copy Chapel keys.

Any Chapel-owned property and/or equipment (e.g. keys, credit cards, laptop computers, cellular telephones, Dictaphone equipment, recorders, uniforms, and the like) which has been personally issued to an employee to perform their job, remains the property of the Chapel. It is the employee's responsibility that these items be used solely by the issued employee for Chapel-related business. These items must be returned to the ministry supervisor or the Chapel Administrator at the time of the employee's termination and their final paycheck will be held until all such items have been returned.

Use of Chapel Telephones

Chapel leadership realizes that it may be necessary for employees to occasionally make and receive personal calls on Chapel telephones. However, such calls must be held to an absolute minimum. Such personal calls shall be made, whenever possible, during scheduled lunch and break periods. The employee is expected to inform each of their family members of these guidelines. Unavoidably lengthy personal calls shall be cleared through their supervisor and time appropriately adjusted on their time sheet.

Use of Chapel telephones to make personal long-distance calls is discouraged. However, they may be made with prior approval from their ministry supervisor.

Personal cellular telephones must be kept in their vibrate mode while in the Chapel office. Personal calls on your personal cellular telephone will be treated in the same manner as personal calls on the Chapel's telephones.

Failed efforts by staff to access voice mailboxes will be reported to the Chapel Administrator for investigation and correction.

Employees and lay leaders must not knowingly listen to *personal* telephone conversations or secretly record any oral or electronic conversations or communications between a staff member and a third party. If some form of wrongdoing is suspected, this concern must be brought to the attention of the Chapel Administrator or the Senior Pastor.

Employees are expected to use good judgment and common sense when it comes to using Chapel telephones.

Use of Chapel Computers and Internet Access

The purpose of these guidelines is to maintain the integrity of Peninsula Community Chapel's computer network. Understanding of and conforming to these guidelines is essential to ensure that the system can be used without compromising its integrity.

The purpose of the Chapel's network resources, including the Internet, is to support the numerous ministries in the achievement of their mission and goals, and

to improve the Christian community in general. These resources are intended to facilitate day-to-day operations, including collaboration and information exchange within the different ministry departments and integrated ministry auxiliaries. They are also intended to expedite Chapel attendees with general public access to Peninsula Community Chapel.

If there are any questions regarding use of the Chapel computers or Internet access, it is incumbent upon the employee to seek guidance through the Chapel Administrator.

Computer Network Restriction

Chapel computers are to be used only for Chapel business and associated ministries. Employees shall not use a Chapel account for any activity that is commercial in nature, not related to work at Peninsula Community Chapel, such as consulting or typing services, developing software for sale, advertising products, website development, and/or other commercial enterprises for personal/financial gain.

Without prior permission from the Chapel Administrator, the Chapel computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horses, worms, bots, flash programs, self-replicating programs, malware, and the like). Additionally, political material or activities, pornographic images, copyrighted material, or any other unauthorized materials may not be stored on Chapel computers.

Employees may not use the Chapel internet connection to download games or other entertainment software, or to play games or gamble over the Internet. Additionally, employees may not use the computer network to display, store, or send (using e-mail or any other form of electronic communication, such as bulletin boards, chat rooms, user groups, and the like) material that is fraudulent, harassing, discriminatory, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials must immediately notify his/her immediate supervisor or ministry leader.

Employees must not attempt to:

- Circumvent data protection schemes or uncover security loopholes without prior written consent of the Chapel Administrator. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data;
- Monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without explicit agreement of the owner,
- Facilitate or allow use of a computer account and/or password by an unauthorized person,
- Mask the identity of an account or machine which includes sending e-mail that appears to come from someone else, and
- Perform an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others' abilities to make use of these resources.

Accessing the Internet

The Internet is a service is provided to Chapel employees to facilitate communication, information sharing, information access, and enhancement of their job performance. Its use shall be limited to legitimate Chapel business and managed by rules of conduct applicable to any other Chapel-owned resource. Users are cautioned that many Internet pages include offensive, sexually explicit, and/or inappropriate material.

It is acceptable Internet use to perform the following employee functions as well as those specifically instructed by their supervisors:

- Communications with information exchanges directly relating to the Chapel's mission, goals, and ministry plans,
- Announcements of Chapel services, activities, and policies and procedures,
- Use for advisory, research, analysis, and development activities related to the user's ministry duties and responsibilities.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and memory have finite limits, and all users connected to the network have a responsibility to conserve these resources. Therefore, users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to:

- Sending mass mailings or chain letters,
- Spending excessive amounts of time on the Internet,
- Playing games,
- Engaging in online chat groups,
- Uploading or downloading extremely large files, or
- Otherwise creating unnecessary loads on network traffic associated with non-ministry-related uses of the Internet.

Virus Detection

Files obtained from sources outside Peninsula Community Chapel, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other on-line services, files attached to e-mails, and files provided by customers or vendors may contain dangerous computer viruses that may damage the Chapel computer network. Users must ensure that proper anti-virus/malware software is installed and updated on their computers. Never open an email attachment from an unknown or suspicious source.

Handling a Computer Virus

Outlined below are the recommended steps employees must take when a computer virus is detected on their workstation.

ALWAYS, immediately document, in writing, what is happening, including any error messages. To report the problem accurately, it is best not to rely on your memory. Be as specific as possible. Some computer viruses can take time to reveal

themselves. Record any unusual messages that are randomly displayed, even if they don't seem to affect the performance of your workstation.

- How did you become aware of the problem?
- What were you doing before the event occurred?
- What applications were you using at the time of the event?

Identify any removable media that may have been used during this period. The virus can potentially infect any data you have saved. The media must also be scanned for a virus. Do not use the media until it has been checked for a virus.

Turn off your workstation. To contain the virus, it is best to immediately power-down your workstation. Do not attempt to initiate a normal shutdown. A computer virus can run as a TSR (terminate and stay resident) and as a background process it will continue to cause damage without any indication to the user.

If possible, do not log-in to the network on another workstation until you receive help. There is a potential risk that your files on the network have been infected. To assist in containing the virus, it is important that you discontinue logging in to the network until anti-virus checks are made there also.

The Chapel Administrator must be notified immediately and all recorded information shall be forwarded to him.

Resume using your system only after you have received verification that the computer virus has been removed and that your workstation is virus-free,

No Expectation of Privacy

Employees are issued computers and Internet access to assist them solely in the performance of their ministry duties. Employees shall have no expectation of privacy in anything they create, store, send, or receive via the e-mail system using Chapel computer equipment. As stated above, the computer network is the property of Peninsula Community Chapel and may be used only for Chapel purposes.

Waiver of Privacy Rights

Every user expressly waives their right of privacy in anything he/she creates, stores, sends, or receives via the e-mail system using Peninsula Community Chapel's computer equipment or Internet access. The user consents to allow designated Chapel personnel access to and review of all materials created, stored, sent, or received by the user through a Chapel network or Internet connection.

Blocking Sites with Inappropriate Content

Peninsula Community Chapel reserves the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate.

Security

It is a priority of Peninsula Community Chapel to achieve the highest levels of confidentiality as possible within the Chapel's computer network. In order to maintain proper security controls, cooperation will be necessary in the following areas:

Passwords

User passwords will be issued and controlled by the contractor hired by the Chapel to do IT services. These passwords are used to identify authorized users on the Chapel's system. Therefore, each employee password must be maintained secret, known only by the employee, the Chapel Administrator and the IT Contractor. The employee must not share his or her password or allow anyone else to use it. A password shall consist of a word and/or numbers known to the employee but not easily guessed by others.

Use of System

The computer system is to be used by those with assigned accounts. Access will be limited to selected Chapel members who actually have a ministry-related computer use. If special computer access is needed, a request should be submitted to the Chapel Administrator.

Logging Off When Away From Office

If an employee is going to be away from their desk for an extended period of time or at the end of the workday, they must log off the system to prevent unauthorized access under their user name. Under normal operations at the end of each workday, employees are to log off from all network systems and any file server connections, close all desktop applications, and make sure that all file sharing systems are turned off.

Stand-alone Computers and Laptops

The guidelines mentioned in this section also relate to stand-alone and laptop computers. There will be **no unauthorized use** of, or software allowed to be loaded onto, a Chapel-owned computer. If a computer is connected to a Chapel modem, the employee is permitted to download only to the stand-alone or laptop's hard drive. **Under no circumstances** shall a download take place to the Chapel's network computer system.

Monitoring of Computer and Internet Use

Peninsula Community Chapel reserves the right to monitor and log onto any and all aspects of its computer system, including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Donated Computer Equipment and Equipment Not Purchased by the Chapel

Computer equipment not procured by the Chapel Administrator will not be maintained or serviced by the Chapel. Every effort is made to maintain system compatibility and standardization to ensure adequate spare parts are in stock and personnel are knowledgeable in maintenance and repair of such equipment. As with any purchase or donation, approval from the Chapel Administrator is required before the item is purchased or accepted.

Use of Chapel Software

It is the policy of Peninsula Community Chapel to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Chapel is a party. The Chapel Administrator is responsible for enforcing these guidelines.

Chapel employees may not duplicate any licensed software or related documentation for use either on Chapel premises or elsewhere unless Peninsula Community Chapel is expressly authorized to do so by an agreement with the licensor. Unauthorized duplication of software may subject employees and/or the Chapel to both civil and criminal penalties under the United States Copyright Act.

Employees may not give Chapel-owned / registered computer software to any other employee or any Chapel-owned / registered software to non-employees, including spouses, parents, contractors, students, and others. Chapel employees may use Chapel-owned / registered software on the Chapel's local area network or on multiple machines only in accordance with applicable license agreements.

Personal Software

The use of personal software will be allowed only by permission of the Chapel Administrator. Valid software licenses are required for all software loaded onto the Chapel's computer network. If there is a software package an employee desires to have available, the employee must notify the Chapel Administrator. If approved, the software package will be purchased from Chapel funds and installed by the Chapel Administrator or his designate.

Home Computer Use

Computer software purchased by Peninsula Community Chapel is owned by the Chapel and cannot be copied or installed on an employee's or lay leader's home computers. Chapel documents, spreadsheets, or data cannot be loaded on any other computer not owned by Peninsula Community Chapel without prior approval. All Chapel computer data and information belongs to the Chapel and must not be copied or given to any person or loaded onto any other computer.

If an employee is required to use certain software at home, Peninsula Community Chapel will purchase a separate package and record it as a Chapel-owned asset in the software register. Certain software companies do provide in their license agreement that home use is permitted under certain circumstances.

Email Usage

General Guidelines

Employees must exercise a great degree of caution in transmitting Chapel information via email than they take with other means of communicating information (e.g., written memoranda, letters, or telephone calls). See Section on "Confidentiality of Chapel Information".

Confidential Chapel information must never be transmitted or forwarded to outside individuals or organizations not authorized to receive that information. Additionally, confidential information must not even be sent or forwarded to other employees inside the Chapel who do not need to know the information. The employee must always use care in addressing e-mail messages to make sure the messages are not inadvertently sent to outsiders or the wrong person inside the Chapel. In particular, care must be exercised when using distribution lists to make sure that it is appropriate for all addressees to receive the information. Distribution lists are not always kept current. Individuals using distribution lists must take measures to ensure that the lists are current. Employees must refrain from

routinely forwarding messages containing Chapel confidential information to multiple parties unless there is a clear need to do so.

Viewing and Protecting Emails

To guard against dissemination of confidential Chapel information, employees should not access their email messages for the first time in the presence of others. Email windows must not be left open on the screen when the computer is unattended.

Privileged Information

Some of the messages sent, received, or stored on e-mail will constitute confidential, privileged communications between the Chapel and its ministers and professional advisors (e.g., attorneys and/or CPA's). Upon receipt of a message from one of the Chapel's professional advisors, the employee must **not** forward it or its contents to others inside the Chapel without the advisor's authorization. **Never** forward such messages or their contents to any non-employee.

Copyrighted Information

Use of the email system to copy and/or transmit any documents, software, or other information protected by the copyright laws is strictly prohibited. Among uses that are considered unacceptable and constitute a violation of this policy are downloading or transmitting copyrighted materials without permission from the owner of the copyright in those materials. Even if materials on the Chapel's network or the Internet are not marked with the copyright symbol, one must assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.

Governmental Involvement

Emails must never be sent for the purpose of endorsing or opposing a political candidate for public office or attempting to influence the passage or defeat of proposed legislation. These types of communications can jeopardize the federal tax exemption status of Peninsula Community Chapel.

Email Etiquette

Email messages may be read by someone other than the addressee and may even someday have to be disclosed to outside parties or a court-of-law in connection with pending litigation. Accordingly, employees must take care to ensure that their messages are courteous, professional, and businesslike.

Employees must not send email communication that they would not feel comfortable communicating face-to-face or over the telephone. Good judgment must be used when communicating via email. *A good rule of thumb is to send only messages that the employee would be comfortable with if seen by someone other than the intended receiver.*

Other helpful hints on using email:

- Keep messages brief and to the point. Format messages for easy reading – use a specific subject heading, make your main point in the first paragraph, keep the sentences and paragraphs short, use paragraph headings in longer messages. Avoid the use of all caps.

- Reread your mail for grammar, content, and tone and perform spell check before you send it. A message can be softened by beginning with the person's first name ("John, I have some corrections for your report...") and ending with a "thank you." Avoid inappropriate informality.
- Distribute messages only to selected staff on a need-to know basis. Don't overuse "reply all."
- Never send email under another person's name without that person's authorization, and the sender shall indicate their identity in the message.
- Emails must be avoided under the following situations:
 - A message is extremely important or confidential and one cannot risk a breach of privacy.
 - Conducting negotiations or holding a give-and-take conversation.
 - Conducting lengthy interviews with a long list of questions that call for detailed answers.
 - Delivering bad news or discussing an emotionally-charged matter.
 - Seeking an immediate response from someone who may not check e-mail regularly or has a tendency to procrastinate.
 - Involving a number of people in the communications.
 - Suspecting the written message may be misunderstood or misconstrued.

Storing and Deleting Email Messages

Peninsula Community Chapel strongly discourages the storage of large numbers of e-mail messages for a number of reasons. First, because email messages frequently contain confidential Chapel information, it is desirable to limit the number, distribution, and availability of such messages to protect the Chapel's information. Secondly, email retention fills up large amounts of storage space on hard drives and can slow down to performance of the employee's personal computer. Finally, in the event that the Chapel needs to search the network server, backup drives, or individual hard drives for important documents, the fewer documents it has to search through, the more economical the search will be.

Accordingly, employees are to promptly delete any email messages they send or receive that no longer require action or are not necessary to an ongoing project. Employees shall audit their stored email messages on a weekly basis and delete those that are no longer needed.

Penalties for Abuse of Email Policies

Abuse of these email policies can range from an employee's loss of Chapel email privileges up to and including termination of employment. Employees may also be held personally liable for any policy violations.

Use of Social Media

Peninsula Community Chapel encourages its employees to be active in social media as a means by which to communicate and share in the lives of Chapel attendees and

members. The Chapel is engaged in social media as an organization to communicate news, stories and prayer needs to the broader community.

As an employee of Peninsula Community Chapel, individuals engaging in social media on a personal basis must adhere to the following guidelines:

- You must write under your own name, and may not use a name that references Peninsula Community Chapel or its ministries.
- You may write about the Chapel, your job, or some aspect of Chapel ministries, but you agree not to attack fellow employees, Chapel members, or vendors. You also agree to use good discretion in what you write about online, being cognizant of the Chapel's doctrinal position and other policy matters.
- You agree not to disclose any sensitive, proprietary, confidential or financial information about Chapel ministries, other than what is publicly available.
- You agree not to post any material that violates the privacy or publicity rights of another. This includes NPI (non-public information) you may learn about because of your relationship with Peninsula Community Chapel.
- You may comment on other churches, but agree to do so respectfully without ridiculing, defaming, or labeling them in any way.
- You agree not to post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or entity.

Employees must conform to the policies and procedures of the Human Resource Policy Manual, especially as it relates to rules of conduct outside of your employment.

Use of Copiers and Scanners

Peninsula Community Chapel copiers and scanners are to be used only for official Chapel business. Chapel copiers may be used on an occasional basis to make a few black and white personal copies. These copies must be recorded and reimbursed back to the Chapel at ten cents (\$.10) per page.

Copyrighted materials must never be copied or scanned without the expressed permission of the copyright owner.

Rented Vehicle Insurance

When renting a vehicle for official Chapel business, the following instructions must be adhered to:

- Indicate on the rental contract your official Chapel employment position and the name "Peninsula Community Chapel."
- Accept the Loss Damage Waiver (LDW) which is listed on the rental contract. This is important because Chapel vehicle insurance does not cover this type of loss.
- Do not accept the Liability Insurance Supplement (LIS), the Personal Accident Insurance (PAI), or Personal Effects Coverage (PEC). Peninsula Community Chapel vehicle coverage does cover these types of claims.

- The Chapel Administrator shall be contacted if additional questions arise regarding the rental of a vehicle for Chapel ministry purposes. For additional information regarding the use of Chapel vehicles, refer to the Use of Chapel Vehicles policy as documented in the Facilities Section of the Peninsula Community Chapel Policy Manual.

Cashing of Personal Checks

To avoid the appearance of a possible conflict-of-interest, Chapel staff may not request Chapel funds be used to cash personal checks of employees. The Chapel does not maintain a petty cash fund.

Personally-Owned Property

Personally-owned property brought within the Chapel facilities remains the responsibility of the property owner to maintain appropriate insurance for the property should it be lost, stolen, or destroyed while located on the premises of the Chapel. Employees must not bring large sums of money, jewelry, or other valuables to work. The Chapel can assume no responsibility nor will the Chapel's insurance company reimburse for any loss, damaged, stolen, or destroyed personally owned property while located within the Chapel facilities.

Personally owned property being maintained within the Chapel facilities that is valued in excess of \$250.00 must be clearly marked to identify it as personally owned. Also, a list of such items must be prepared and forwarded to the Chapel Administrator to be included in the employee's personnel file and in the Chapel's annual physical inventory file.

Personal Use of Chapel Stationery

Chapel stationery is to be used only for authorized Chapel purposes.

Expense Reimbursements

Employees will be reimbursed for ministry-related expenses as so outlined in the Chapel's Accountable Expense Reimbursement and Advances policy. This policy is located in the Financial Section of the Chapel's Policy Manual. This policy also addresses the employee's use of Chapel issued credit cards. Every employee must be familiar with this policy.

Workplace Violence

To ensure employee and Chapel member safety on Chapel grounds, Peninsula Community Chapel takes violence in the workplace very seriously.

Violence and threats of violence include, but are not limited to:

- any act which physically assaults another individual,
- substantial threat to harm or endanger the safety of others,
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or threats of aggression,

- any substantial threat to destroy property,
- possession of any weapon or dangerous instrument (e.g., any type of firearm, certain knives, brass or metal knuckles, and the like) on Chapel property.

A climate of fear or intimidation will not be tolerated at Peninsula Community Chapel. Threatening or intimidating behaviors, acts of verbal or physical aggression and violence may be subject to severe discipline or immediate termination. Civil and criminal penalties will be pursued as appropriate. It is the responsibility of every employee of the Chapel to take any threat or violent act seriously, to consult with appropriate individuals, and to take action as recommended by these guidelines. Perceived or actual threats to personal safety must immediately be reported to the Chapel Administrator.

The congregation has charged the Chapel Administrator with coordinating Chapel response to potentially violent situations on Chapel property which involve employees, Chapel students, guests, and/or Chapel members collectively, individually, or any combination thereof.

Workplace Safety and Security

Every effort will be made to ensure the safety and well being of the employees, volunteers, Chapel members, and guests of Peninsula Community Chapel. This will include while they are on the premises of the Chapel, involved in Chapel related or sponsored activities, and while using Chapel owned equipment.

The Chapel provides all employees with tools, training, facilities, and information necessary to work in a safe and efficient manner. Employees are asked to approach their work with a thoughtfulness that reflects their respect for their own health and safety and that of their fellow employees.

The Chapel strives to comply with all workplace safety laws and regulations. Employees are responsible for taking the opportunities provided to understand and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time. Safety and emergency procedure information is available from the Chapel Administrator.

If an on-the-job accident occurs, the employee must report it to the Chapel Administrator immediately, no matter how minor the accident may seem to be. Should a work-related injury occur, all Chapel employees are covered by Workers Compensation insurance.

Questions or concerns about workplace health or safety may be addressed to the Chapel Administrator.

Criminal Background Checks

Peninsula Community Chapel conducts criminal background checks of all new employees to determine suitability of employment. The Chapel reserves the right to conduct criminal background checks of existing employees. In the event a criminal record exists, consideration will be given to the relationship between the conviction and the responsibilities of the position that is or will be held. A relevant job-related conviction is grounds for termination of employment or non-selection of an

applicant. Conviction is defined as including all felonies and misdemeanors except minor traffic violations in relation to any position that does not involve driving. For positions that do require operation of a motor vehicle, the term conviction shall include minor traffic violations. Falsification of application materials, including failure to disclose criminal convictions is grounds for termination of employment or non-selection of an applicant.

Volunteer Service

Non-exempt personnel are specifically not allowed to “volunteer” hours in performing their regular job assignment. This restriction is based on Department of Labor-Wage and Hour Standards. This restriction does not apply to exempt employees.

Non-exempt employees are allowed to volunteer their time to serve in positions of the Chapel, but the position cannot be related in any way to the employee’s normal job responsibilities and duties. For example, the Senior Pastor’s secretary could teach a children’s Sunday school class as a “volunteer” without any problem.

Miscellaneous Responsibilities of Employees

Employees must check regularly with the Peninsula Community Chapel calendar for information and direction. The Office Manager must enter all events planned for the Chapel facilities on the official Chapel calendar.

Employees must keep the main office administration staff informed of their whereabouts. It is a mark of efficiency to alert the admin staff when employees are “not available,” such as when they are working in a part of the building that does not have a telephone or when they are in a counseling session.

Employees are responsible to maintain their own office or workplace in an efficient and attractive manner. Employees need to assume security and protective care of their equipment. Employees also need to assume cleanup of their own work and activities in other joint work areas, such as the copy room and coffee break areas.

Employees may be asked to assist in the cross-training of other employee positions as deemed appropriate by their supervisors.

Occasionally, employees may be requested to complete a “Comments Regarding Operational Manuals.” This form assists management in the improvement of Peninsula Community Chapel’s Policy Manual.