

# North County Christ the King Professional Workplace Interactions Policy

**Purpose:** The purpose of this policy is to establish guidelines for the interactions between church employees, volunteers, and church leaders, ensuring that all relationships are conducted in a manner that is professional, respectful, and aligned with the values of the church. This policy promotes a healthy working environment while upholding the integrity of the church's mission.

**Scope:** This policy applies to all employees, volunteers, and church leaders, regardless of their marital status.

## General Principles

- **Respect for Boundaries** : Employees must respect the personal and professional boundaries of their colleagues. Interactions should be appropriate, respectful, and focused on the work of the church.
- **Equal Treatment**: Both male and female employees should be treated equally and fairly, without discrimination or favoritism, in all matters related to employment, promotions, assignments, and interpersonal relations.

## Guidelines for Interactions

- **Professional Conduct** : All interactions between employees must maintain the highest level of professionalism and respect. Any interactions that could be perceived as overly familiar, exclusive, or inappropriate are discouraged, as they may harm the work environment, morale and the church's reputation.
- **Avoiding Perception of Impropriety**: Church employees are representatives of the church both at work and in their community. All relationships, particularly between those of the opposite sex, should avoid situations that could give the appearance of impropriety. For example, private meetings or frequent one-on-one engagements outside of work settings should be avoided unless necessary for work-related purposes.
- **Public and Private Interactions**:

- o All employees should be mindful of their relationships and interactions with colleagues of the opposite sex to avoid misunderstandings or appearances of inappropriate closeness.
- o All employees should also be conscious of maintaining appropriate boundaries when interacting with colleagues of the opposite sex.

Please refer to the [NCCTK Guardrails document](#) for further details and guidelines.

### Romantic and Close Personal Relationships

- Disclosure : Any romantic or close personal relationship between employees must be disclosed to Human Resources. The church may take steps to ensure that such relationships do not interfere with the workplace environment, such as reassigning duties if necessary.
- Avoiding Favoritism: If a relationship develops between employees, favoritism or preferential treatment in the workplace is prohibited. Any perception of unequal treatment resulting from such relationships must be addressed immediately.

### Confidentiality and Transparency

- Confidentiality: Any disclosures of personal relationships or interactions will be handled confidentially by the church's leadership and Human Resources. The church will only share information as necessary to manage the workplace effectively.
- Transparency: Employees should always act with transparency in their relationships and ensure that all interactions, especially those that may be perceived as personal, are above reproach and open to scrutiny.

### Conflict of Interest

Employees should avoid situations that create a real or perceived conflict of interest due to their interactions with colleagues. Any potential conflicts, especially those involving personal relationships, must be disclosed and managed appropriately.



### Reporting Concerns

Employees are encouraged to report any concerns regarding the nature of interactions between male and female colleagues, particularly if they believe such interactions compromise the church's values or the workplace environment. Reports should be made to Human Resources or the church leadership if it involves HR, and retaliation for making such reports is prohibited.

### Disciplinary Action

Failure to adhere to the guidelines in this policy may result in disciplinary action, including counseling, reassignment, or termination, depending on the severity of the offense.

### Review and Acknowledgement

This policy will be reviewed periodically to ensure its alignment with the church's values and mission. All employees must sign an acknowledgment indicating they have read, understood, and agreed to comply with this policy.

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This policy ensures clarity in professional workplace interactions and fosters a workplace that upholds the church's values while promoting respect and professional integrity in all relationships.