



---

# Courage Staff Code of Conduct

Our expectations for the employed staff of Courage Ministries is that they abide by the rules and policies outlined in the following code of conduct.

<b>PURPOSE &amp; POLICY</b>	<b>2</b>
Purpose	2
Policy	2
<b>DRESS CODE</b>	<b>3</b>
Adventure Camp	3
Courage Events	3
<b>TECHNOLOGY USE</b>	<b>3</b>
Adventure Camp	3
Life Group	3
Courage Events	3
<b>RELATIONSHIPS BETWEEN EMPLOYEES</b>	<b>4</b>
Romantic Relationships	4
Staff Dynamic	4
<b>COMPANY CULTURE</b>	<b>4</b>
Substance Use	4
Language	4
Media Use	4
Harassment/Discrimination	4
<b>CONFIDENTIALITY</b>	<b>5</b>
Camper's Personal Information	5
<b>DISCIPLINARY ACTIONS</b>	<b>5</b>
Knowledge of Violation	5
Procedure of Discipline	5

---

## **PURPOSE & POLICY**

### **Purpose**

At Courage, we believe that we are called to be living as imitators of Christ (Ephesians 5:1). We need to be demonstrating, through the way we live our lives, that we live differently because of our desire to be obedient to the authority of God's Word. We seek not to conform to culture but to create culture. Additionally, as members of a Christian non-profit, all members of the Courage team acknowledge that they are held to a higher standard because they represent what it means to be a believer. We strive to do our best, through our words and actions, to reflect what a follower of Jesus looks like. Our goal is to empower our community to pursue a relationship with God. In addition, it is our priority to provide a safe environment for our counselors and campers to grow and flourish.

### **Policy**

If a member of the Courage staff violates a rule explained in this code of conduct, it will be grounds for dismissal. They will be expected to have a confrontational conversation with the Courage Leadership Team.

We know that we are all sinners in need of grace, and we seek to model this in Courage. Depending on the circumstance, grace may be shown for a violation, and the employee may remain on the Courage staff. However, since the lives of impressionable children are placed in our care, our priority is to have a staff that are living above reproach which we can trust to be good leaders.

---

## **DRESS CODE**

### **Adventure Camp**

Courage shirts and appropriate shorts/pants are required during adventure camp. If the weather is bad, sweatshirts or jackets are also acceptable.

If playing in the creek with the kids, please keep your Courage shirt on, so that the campers can easily identify you.

### **Courage Events**

During Courage events, whether it is with parents, middle schoolers, or campers, we ask that you dress modestly.

## **TECHNOLOGY USE**

### **Adventure Camp**

At Adventure Camp, please keep your phone on you at all times, available for calls or texts that may be urgent. We encourage you to take pictures/videos with your campers. However, we do not allow the use of your phone for unnecessary reasons, such as checking social media or playing games during camp hours.

### **Life Group**

At Life Group, please use your phone with discretion and only when absolutely necessary. Keep it accessible in case of texts or calls from parents. Please do not go through social media or play games on your phone during Life Group time, we want you to be present with your kids.

### **Courage Events**

At Courage events where you are expected to be interacting with parents or kids, we ask that you refrain from scrolling through social media, playing games or unnecessary texting/calling. However, if phones are necessary for pictures/calls/texts, feel free to use them.

At staff events, such as retreats or casual get-togethers, you can use your phone as you please, but we would encourage you to be as present as possible.

---

## **RELATIONSHIPS BETWEEN EMPLOYEES**

### **Romantic Relationships**

Dating is permitted within members of the Courage staff. However, we ask that you do not act in any way that may be distracting to our campers.

### **Staff Dynamic**

At Courage, the environment that we seek to curate with our staff is a family. We ask that you include one another, show care for one another, and do not engage in gossiping about or putting down any member of the Courage staff.

## **COMPANY CULTURE**

### **Substance Use**

At Courage, we forbid the possession or use of illegal drugs or alcohol. If you are of legal age, we ask that you do not drink at any Courage events.

### **Language**

At Courage, we forbid the use of explicit or derogatory language.

### **Media Use**

At any Courage-related event, we ask that any media use does not include any inappropriate videos/images or explicit/derogatory language (this includes music, movies, memes, social media, etc.)

### **Harassment/Discrimination**

At Courage, we forbid any harassment or discrimination on the grounds of gender, race, physical appearance, economic status, language, or any other category.

---

## **CONFIDENTIALITY**

### **Camper's Personal Information**

We ask that you do not share any of the personal information of your campers or Life Group middle schoolers, whether that be emails, phone numbers, addresses, or healthcare information.

## **DISCIPLINARY ACTIONS**

### **Knowledge of Violation**

If you have violated or witnessed another Courage employee violate any of the rules/policies explained in this code of conduct, we ask that you report this to any member of the Courage Leadership Team (Clark, Anaston, Mia, or Lily).

### **Procedure of Discipline**

Once the Courage Leadership Team knows about a violation, we will have a conversation with the person who has committed the violation.

Violation of the Code of Conduct is grounds for dismissal from the Courage Staff. However, grace may be extended depending on the circumstance.