

KARBI ANGLONG BAPTIST CONVENTION
GOVERNANCE POLICY MANUAL

GP-001
CODE OF CONDUCT

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Table of Contents

1. Purpose	3
2. Scope	3
3. Our Values	3
4. Personal Conduct	4
5. Respect and Inclusion	4
6. Integrity in Decision-Making	5
7. Stewardship of Resources	5
8. Confidentiality	6
9. Safe and Respectful Environments	6
10. Public Communication	7
11. Compliance with Laws and Policies	7
12. Reporting Concerns	7
13. Responsibilities of Leaders	8
14. Breach of this Code	8
15. Related Documents	8
16. Review and Amendment	9
17. Approval	9

1. Purpose

The Karbi Anglong Baptist Convention (KABC) exists to serve God and people through ministries that promote spiritual growth, community development, compassion, justice, responsible leadership, and integrity.

This Code of Conduct establishes the ethical and professional standards expected of every person serving the Convention. It provides a common framework for personal behaviour, decision-making, relationships, stewardship, and accountability, ensuring that the work of the Convention is carried out responsibly and in a manner that reflects its Christian values and mission.

The purpose of this Code is not merely to regulate conduct, but to promote a culture of trust, respect, responsibility, and service throughout the Convention.

2. Scope

This Code of Conduct applies to:

- Members of the General Body;
- Members of the Executive Committee;
- Members of the Governing Body;
- Office Bearers;
- Employees;
- Members of Boards, Committees, Councils, Task Forces, and Working Groups constituted by the Convention;
- Volunteers serving in Convention ministries;
- Consultants and other persons formally representing the Convention where applicable.

Every person serving the Convention shares responsibility for understanding, observing, and promoting this Code.

3. Our Values

Everyone serving KABC is expected to uphold the following values:

- Integrity
- Respect
- Compassion
- Humility
- Responsibility
- Accountability
- Fairness
- Service
- Unity

These values guide our decisions, relationships, and the manner in which we serve churches, communities, partners, and one another.

4. Personal Conduct

Every person serving the Convention shall:

- act honestly and truthfully in all matters;
- demonstrate integrity in personal and professional conduct;
- treat every person with dignity, courtesy, and respect;
- honour commitments and responsibilities entrusted to them;
- avoid behaviour that may damage the reputation or credibility of the Convention;
- conduct themselves in a manner that reflects the values and mission of KABC.

Every individual is expected to exercise good judgement and to consider how their conduct may affect the confidence of churches, communities, partners, and the public.

5. Respect and Inclusion

KABC is committed to providing a safe, respectful, and welcoming environment for all.

Every person shall:

- respect the dignity of every individual;

- value diversity among people and communities;
- avoid discrimination, bullying, intimidation, harassment, or abusive behaviour;
- promote cooperation, understanding, and constructive dialogue;
- resolve disagreements respectfully and through appropriate organizational processes.

Differences of opinion are natural within any organization and should be addressed with courtesy, fairness, and mutual respect.

6. Integrity in Decision-Making

Individuals serving the Convention shall make decisions honestly, fairly, and in the best interests of the Convention.

Personal interests shall not influence decisions made on behalf of the Convention.

Any actual, potential, or perceived conflict of interest shall be disclosed and managed in accordance with the Convention's Conflict of Interest Policy.

7. Stewardship of Resources

The resources of the Convention have been entrusted for ministry and public service.

Every individual shall use Convention resources responsibly and only for authorized purposes.

This includes:

- finances;
- buildings;
- vehicles;
- equipment;
- information technology;
- communication facilities;
- office supplies;
- time entrusted for Convention work.

Waste, misuse, unauthorized personal use, or negligence should be avoided.

8. Confidentiality

Information obtained through Convention responsibilities shall be handled responsibly and confidentially.

This includes information relating to:

- children and vulnerable persons;
- employees;
- financial matters;
- donors;
- pastoral care;
- disciplinary matters;
- organizational planning;
- confidential organizational records.

Confidential information shall not be disclosed without proper authorization except where required by law.

9. Safe and Respectful Environments

Every person serving KABC shares responsibility for helping create environments where people are treated with dignity, respect, and care.

Particular attention shall be given to safeguarding children and vulnerable persons in accordance with the Convention's Child Protection Policy and related safeguarding procedures.

Every person shall contribute to environments where people feel safe, respected, and valued.

10. Public Communication

Individuals representing the Convention shall communicate honestly, respectfully, and responsibly.

Only authorized persons shall make official public statements on behalf of the Convention.

Individuals expressing personal opinions should avoid creating the impression that they represent the official position of the Convention unless authorized to do so.

The same principles apply to public meetings, interviews, publications, digital communication, and social media.

11. Compliance with Laws and Policies

Every person serving KABC shall comply with:

- applicable laws and regulations;
 - the Constitution of the Convention;
 - policies adopted by the Convention;
 - approved procedures;
 - lawful decisions of the Convention's governing bodies.
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12. Reporting Concerns

Individuals are encouraged to report concerns regarding:

- unethical conduct;
- fraud or corruption;
- misuse of Convention resources;
- abuse or safeguarding concerns;
- serious breaches of Convention policies;
- behaviour that may harm the Convention or those it serves.

Concerns raised honestly and in good faith shall be treated respectfully and appropriately.

13. Responsibilities of Leaders

Leaders have additional responsibilities to:

- model the standards expected by this Code;
- promote ethical leadership;
- create respectful working environments;
- encourage accountability and transparency;
- address concerns fairly and promptly;
- support others in understanding and applying this Code.

Leadership within KABC is expected to be characterized by humility, responsibility, and service.

14. Breach of this Code

Failure to comply with this Code of Conduct may result in appropriate administrative or disciplinary action in accordance with:

- the Constitution of KABC;
 - the Human Resources Policy;
 - the Child Protection Policy;
 - the Finance Policy;
 - the Conflict of Interest Policy;
 - and other applicable Convention policies.
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15. Related Documents

This Code should be read together with:

- Constitution of the Karbi Anglong Baptist Convention
- Conflict of Interest Policy

- Finance Policy
 - Financial Procedures Manual
 - Child Protection Policy
 - Human Resources Policy
 - GP-003 — Ethical Concerns Reporting Policy
 - GP-004 — Confidentiality & Data Protection Policy
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16. Review and Amendment

This Code shall be reviewed periodically and may be amended by the Executive Committee of the Karbi Anglong Baptist Convention.

17. Approval

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Drafting Note

This Code of Conduct establishes the ethical standards expected of every person serving the Karbi Anglong Baptist Convention. It should be read as the overarching governance document guiding personal conduct, while the Finance Policy, Conflict of Interest Policy, Child Protection Policy, HR-001 ? Human Resources Policy, and other governance documents provide more detailed requirements for specific areas of responsibility.