**A picture containing text

Description automatically generated**

**Example code of conduct for interns**

This example is intended to serve only as a guide to a possible code of conduct for interns. It is taken from Appendix 4 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on [isenior@baptist.org.uk](mailto:isenior@baptist.org.uk)

Baptist Union of Great Britain, PO Box 44, 129 Broadway, Didcot, Oxon OX11 8RT

Tel: 01235 517700 Email: [isenior@baptist.org.uk](mailto:isenior@baptist.org.uk) Website: [www.baptist.org.uk](http://www.baptist.org.uk/)

BUGB operates as a charitable incorporated organisation (CIO) with registered Charity Number: 1181392

**Example code of conduct for interns**

Taken from the [Internship Best Practice Handbook](http://www.baptist.org.uk/internshiphandbook), Appendix 4

**Code of Conduct**

**Background**

This Code of Conduct sets out standards of behaviour expected by the Church of all interns. Your conduct both in and out of work should be consistent with our objectives and the principles set out in the Internship Role Profile, Internship Volunteer Agreement, and this document.

If you have any doubts about the interpretation of this code, please speak to your line manager. The behaviours listed below should not be considered exhaustive, but illustrative of your approach.

**Behavioural Standards**

You are expected to act at all times with due consideration for others. Discrimination on the grounds of sex, marital status, gender reassignment, race, or ethnic origin, religious or philosophical belief, sexual orientation or age will not be tolerated.

Interns assume a position of trust with different individuals during the internship programme. You must respect this position and never use this trust in a way that advantages you at the expense of others. This relates especially, but not exclusively, to financial arrangements, romantic or intimate relationships, and confidentiality of others’ personal information.

Should you feel you are developing a romantic attachment with any individual linked to your placement, or with another intern, you should discuss this with your line manager. It would be usual for them to expect you to refrain from developing a relationship with this individual for the duration of your internship.

You may not use illegal substances or misuse prescribed drugs or solvents whilst you are an intern.

You should take a responsible attitude towards alcohol and should not be drunk in any church setting or in the local community.

You are expected to avoid obscenities, coarse jokes, gossip, slander, and any form of dishonesty including stealing and lying.

You are expected to avoid any activity related to the occult or witchcraft.

You are expected to set an example in sexual morality and should not practise sex outside of marriage or adultery, nor should you view pornography.

You should avoid contacting or responding to those you work with at inappropriate hours, except in cases of emergency or safeguarding.

You should treat all property belonging to the church or any accommodation host with respect and care.

You must work within the guidelines of any relevant church policy, most especially that for safeguarding.

**Dealing with concerns about your conduct**

Any concerns about your behaviour will usually be dealt with by your line manager. They will consider:

* The severity of the perceived misconduct.
* Whether the incident is a 'one-off ' or part of repeated behaviour or lifestyle.
* Whether the behaviour breaches our safeguarding policies and procedures
* Any mitigating circumstances e.g., personal issues.
* The position of trust of the intern.
* The particular duties of the intern.
* Christian maturity and understanding.
* The treatment of similar instances of misconduct by other staff.
* The intern’s length of service.
* The extent of any 'live' disciplinary warnings.

Evidence of repentance.