International Bible Training College (IBTI)
Impact the nations with your vocation

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Approved By:	**Board of Trustees**
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Policy Holder:	**IBTC**

Code of Good Practice (Valuing Ourselves and Others)

1. Introduction

The IBTC strives to provide a supportive and positive environment within which all its members may work or study in a spirit of harmony and mutual trust underpinned by Evangelical Christian values. It aims to recognise and value the contributions of all voluntary workers and students. It is committed to ensuring that the rights of individuals are respected and that its members are treated with dignity, respect and courtesy at all times. The Code of Good Practice which follows, sets out the standards of behaviour which the IBTC expects of its voluntary workers, students and users of facilities and others with whom it comes into contact in the furtherance of its objectives.

2. Code of Good Practice

It is reasonable to expect that, as a member of the IBTC community, you will behave appropriately towards your colleagues/students by:

Personal Integrity:

a) Keeping to agreements and fulfilling commitments.
b) Abiding by the IBTC's rules and procedures.
c) Dealing with individuals honourably at every opportunity demonstrating confidence and trust in colleagues/students as they go about their work and study.

Respecting and Valuing Others:

a) Respecting other people's rights to their views and, in so doing, recognising their individuality.
b) Respect and valuing your line manager and IBTC leadership professional judgement and experience in their particular area of expertise.
c) Valuing colleagues' professional judgement and experience in their particular area of expertise.
d) Valuing colleagues' contribution both as an individual and as a member of a team or group.
e) Respecting other people's dignity, treating them fairly and behaving appropriately towards them.
f) Respecting colleagues' workspace to ensure confidentiality and avoidance of clutter and hazards.
g) Respecting colleagues' personal space (e.g. by not standing too close, crowding or touching).

h) Respecting a colleagues and work place by adopting a dress code which reflects Christian moral values incorporated into a professional working environment.
i) Respecting other people's property and the property of the IBTC.
j) Not making jokes or comments which discriminate against particular individuals.

Communication:

a) Communicating clearly and with consideration.
b) Listening carefully and with an open mind.
c) framing responses in a thoughtful and considered way.
d) communicating directly and not speaking in a way that maligns or demeans others.
e) not initiating or spreading rumours or gossip that may be detrimental to colleagues/students.
f) using emails appropriately and carefully to ensure that messages do not give offence, either in tone or content.
g) not interrupting colleagues who are otherwise engaged (e.g. on the telephone or with a visitor) unless in an emergency.

Responsibility:

a) accepting personal and, where appropriate, managerial responsibility and accountability for your actions, including willingness to listen to constructive feedback and offer constructive feedback to others in a caring and appropriate way.
b) not hesitating, if in doubt, to request clarification as to where ultimate responsibility for the consequences of a particular course of action lies.
c) accepting with grace recognition of your own and colleagues' achievements

Co-operation and Support

a) co-operating with and supporting colleagues, particularly when difficult decisions have to be made, and respecting their knowledge and experience in the decision-making.
b) supporting colleagues when they are undertaking particularly heavy workloads or are engaged as a part of their professional life in a period of time.
c) showing understanding towards colleagues when they are facing personal or work-related difficulties and, where appropriate, providing reassurance, guidance and support.

Raising Awareness of the Code of Good Practice

Through reference to the Code in material routinely distributed to all voluntary workers and students and in its recruitment literature, the College will promote the precepts of the Code to the extent that:

a) all members of the College are made aware of the standards of good practice and behaviour expected of them.
b) managers are alert to unacceptable behaviour and ready to deal with any such occurrences promptly and sensitively.
c) disputes can be resolved close to source, informally and expeditiously.

3. The IBTC Support

The IBTC will take the following steps to support and promote this **Code of Good Practice**:

a) provide training and development programmes for managers and voluntary workers to develop and improve appropriate skills, raise awareness and promote good practice.

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b) make the Code available to all voluntary workers and students and ensure that are aware of its existence.
c) ensure that no policy or procedure relating to voluntary workers and students is at conflict with the spirit of the Code.
d) include a reference to the Code in all induction material and review periodically the effectiveness and currency of the Code.

4. Code of good practice in relation to Equal Opportunities Policy

The Code is fully in accord with the IBTC Policy on Equal Opportunities and Diversity which aims to promote fair treatment and equality of opportunity.

a) Any member of the IBTC who feels they have been bullied, harassed or treated unfairly can request support from a Human Resources Officer.
b) Any student of the IBTC who feels they have been bullied, harassed or treated unfairly can request support from a Student Welfare Department.

5. Mechanisms for feedback

Constructive feedback for the continued improvement of this policy is welcomed and should be forwarded to our Data Protection Officer at policies.data@ibti.org.uk.