

International Christian School Hong Kong Standards of Biblical Ethics and Integrity

ICS employees, having signed the ICS Statement of Faith, are expected to uphold standards of biblical ethics and integrity with all aspects of their lives. Employees will uphold by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model in judgment, dignity, respect, and biblical values both on and off the ICS campus.

ICS upholds biblical standards of sexual purity and the marriage covenant between a man and a woman. We believe the Bible teaches intimate sexual activity is exclusively part of the marriage covenant between a man and a woman.

We believe in the unfathomable gift of grace, God's unconditional love and acceptance, forgiveness, and restoration of all who impugn biblical truths; but the consequences of improper behavioral choices of individuals while working at ICS do carry consequences that may involve disciplinary action, employment termination, and/or legal action.

To ensure orderly operations and provide the best possible work environment, ICS expects employees to follow a biblically based code of ethics that will protect the interests and safety of students, staff, parents, and community members. We believe in:

- Treating all members, visitors, and co-workers in a courteous and loving manner;
- Refraining from behavior or conduct that would reasonably be considered offensive or undesirable;
- Applying reasonable conflict resolution strategies personally and with those directly involved in a dispute. ICS leadership may be involved when such efforts to resolve the dispute have failed;
- Reporting to the ICS leadership any significant or habitual act of conduct that is unethical or illegal;
- Reporting to the ICS leadership any threatening or potentially significant or habitually aggressive behavior by co-workers, other community members, or visitors;
- Cooperating with all ICS investigations;
- Performing assigned tasks efficiently and in accordance with instructions;
- Reporting to work punctually as scheduled and being at the proper place, ready to work, at the assigned starting time;
- Giving proper advance notice whenever unable to work or report to work on time;
- Maintaining cleanliness and order in the workplace, including reasonable care for property; and
- Complying with ICS's policies and practices outlined in employee handbooks or other pertinent ICS publications that address areas such as, but not limited to, communication, social media and technology, gift acceptance, abuse reporting, etc.



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The following are examples of conduct that would not be deemed ethical according to biblical standards. This is not to be construed as an all-inclusive list, but serves to describe certain activities and choices that may be subject to discipline, up to and including termination of service, and/or legal action:

- Stealing, destroying, defacing, or misusing property;
- Falsifying or altering any record or report, such as an employment application, medical reports, timekeeping records, financial records, reimbursement vouchers, personnel records, membership records, counseling records, or invoices;
- Engaging in any form of homosexuality, fornication, adultery, transvestitism, bestiality, alternate gender identity, pornographic addiction, or any other sexual behavior that violates biblical sexual purity or the marriage covenant between man and woman;
- Possessing, distributing, selling, or transferring illegal paraphernalia;
- Engaging in threats or intimidation;
- Engaging in any form of sexual or other harassment;
- Willfully violating confidential information;
- Willfully misusing ICS's communications systems, including electronic mail, computers, Internet access, and telephones;
- Refusing to follow ICS leadership or a supervisor's instructions concerning a school-related matter, or being insubordinate or disrespectful;
- Engaging in willful, negligent, or improper conduct leading to damage of school-owned or other property;
- Engaging in a pattern of absenteeism or any unexcused absence without proper and timely notice;
- Violating employment policies; or
- Unsatisfactorily performing job responsibilities that have been addressed between ICS leadership and the employee, either verbally or in written form.

Employee Declaration

My signature below indicates I have read the document entitled "Standards of Biblical Ethics and Integrity" and I agree to abide by its precepts, serving as a role model throughout my employment, demonstrating biblical ethics and integrity to students and adults within the ICS community, and in testimony to those outside of ICS.

Employee Signature

Date

Employee Name (Print)

