

Dwell Community Church Ethics & Compliance Policy

Dwell Community Church and affiliates (Dwell) require directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Dwell, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Ethics and Compliance Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Dwell can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the Dwell code of ethics or suspected violations of law or regulations that govern Dwell operations.

Reporting and Review Procedure

Dwell has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with your department's Division Coordinator or Senior Sphere Leader.

Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Dwell' HR Director. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor and/or the HR Director.

Issues raised by female staff will include review by other female staff under direction of the HR dept.

To report on issues covered in this policy, email HRConcern@Dwellcc.org.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Dwell HR Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

What to Report

Following is a listing of the types of activities that should be brought to the attention of oversight staff discussed in this policy. This listing may not be exhaustive, and we want staff to feel free to ask questions whenever they see something that "doesn't seem right".

Abuse

Ethics Violations

Suspicious Activities

Role of HR Director (Operations Division Coordinator)

The Dwell HR Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The HR Director will advise the Management Team of all verified complaints and their resolution or needed follow-up.

Accounting and Auditing Matters

The Dwell HR Director shall immediately notify the Controller of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work. The HR Director will also inform the Board of Trustees of results of investigation that involve substantive issues of abuse.

No Retaliation

It is contrary to the values of Dwell for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, including but not limited to complaints of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Dwell. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.