

INVESTIGATION AND DISCIPLINE POLICY



PURPOSE

The purpose of this policy is to ensure C3 Carlingford and Wentworthville (C3CW):

- Follows a fair and clear process to investigate allegations and matters of concern.
- Responds appropriately and with fairness to all disciplinary matters, including breaches of the Code of Conduct.

The use of appropriate and effective discipline can assist in ensuring the best possible outcomes for the church and its people, our local community and the person who is being disciplined.

SCOPE

This policy applies to all staff, volunteers, members and visitors to C3CW services and events. In certain circumstances it may apply to contractors.

This policy will come into effect when:

- An allegation of misconduct is raised.
- Evidence emerges that the Code of Conduct is breached.
- Matters of concern arise that require investigation.
- Any matter requiring discipline of a staff member, volunteer, visitor or contractor emerges.

DEFINITIONS

Allegation – Any accusation, raised with management, Board or Vision Team, or via the C3CW Whistle-blower Policy.

Misconduct – Unacceptable or improper behaviour, especially that which is in breach of the C3CW Code of Conduct.

Serious Misconduct – Any behaviour which is Reportable Conduct will be deemed serious misconduct. Serious Misconduct is any wilful or deliberate act or behaviour which would deem the continuation of the person in their role (paid or volunteer) untenable. Breaches of the law, acts that put people's safety in jeopardy or harm the reputation or viability of C3CW are likely to be Serious Misconduct.

Reportable Conduct – Conduct defined under the NSW Reportable Conduct Scheme.

Worker – A staff member, contractor or volunteer of C3 Carlingford. For the purpose of this policy, the provisions relating to a worker may also be applied for investigation or discipline to a member or visitor.

POLICY

Any investigation and discipline will be carried out with procedural fairness, in accordance with legislative requirements and the principles of Natural Justice. The goal of this policy will be to:

- bring truth into the light.
- enable people to learn from their mistakes; and
- be restored and redeemed into the church community wherever possible.

INVESTIGATION

Investigation and Discipline Policy

Last reviewed:

To be reviewed on:

Q:\Policies and Procedures\Masters\Policies\Investigation and Discipline policy.docx

Released:

Page 1 of 4

All matters and allegations requiring investigation will be triaged by the Senior Pastor (or their delegate) based on the seriousness of the allegation and the possibility of accessing information regarding the matter. Allegations that are clearly baseless or spurious may be summarily dismissed and a report will be filed with the Vision Team and Board of directors.

If the Senior Pastor is the subject of the investigation, or there is reasonable suspicion that they or a family member may be involved in a matter, then the Vision Team will triage the matter.

A person with sufficient skill and experience who is impartial to the matter or allegation will be appointed to conduct any investigation. Matters and allegations of serious misconduct or “reportable conduct” may need to be investigated by an external agency. The person/team who is triaging the matter will appoint and engage the investigator.

While the presumption of innocence will be upheld throughout any investigation, the Senior Pastor may engage the Board or Vision Team to make a decision as to whether the person who is subject to investigation needs to stand down from their (paid or volunteer) role while an investigation is conducted.

If a finding is made that the alleged has engaged in wrongdoing, the below discipline process will be enacted. If the allegation is found to be based on a personal conflict, the dispute resolution policy should be used to resolve the matter.

The following timelines will be enacted:

Investigation stage	Timeline
Triage	Within 8 working hours of the allegation or concern being raised
Appointment of investigator	Within 1 week of the triage being completed
Commencement of the investigation	Within 1 week of the investigator being appointed
Investigation updates to the complainant, accused and other important parties	Initially weekly, then after every 2 weeks, if the investigation is ongoing, by negotiation.

DISCIPLINE

Procedures for discipline are outlined in the Bible:

- Arrange a private meeting with the offender. (Matthew 18:15)
- If a private meeting fails, meet with them and at least one witness. (Matthew 18:16)
- Admonish and warn them. (Titus 3:10)
- In extreme circumstances, remove them from membership of the church and warn the church to avoid them. (Romans 16:17)
- Be ready to forgive them when repentance occurs. (2 Corinthians 2:7)

For matters of minor course correction, for example where instructions are not followed, or someone makes an honest mistake, a ministry leader or line manager can raise the concern directly with the person, ideally in private, where the matter can be addressed one on one.

Where a matter of discipline has been determined by investigation, or where there is no question as to whether a breach of the code of conduct has occurred, a meeting between the worker and management will be arranged within 3 weeks of the determination of discipline being required. The worker may elect to have a support person with them. The role of this support person is to give emotional support to the worker. They may take notes, but they may not speak in the meeting, except to give emotional reassurance to the worker, or to request a recess of the meeting.

Any disciplinary meeting must be documented and any disciplinary proceedings must be written down and shared with those who are present as well as recorded as a confidential file note.

The outcomes of the disciplinary meeting may include (but not be limited to):

- a verbal warning or a first, second or third (and final) written warning.
- a worker or personal improvement program.
- a change of duties, or lateral transfer.
- denial, or removal, of personal privileges or benefits.
- withholding of advancement;
- demotion.
- suspension.
- dismissal from the worker's role.
- removal from church membership.

The worker may appeal any decision made. This appeal must be in writing to a member of the Senior Pastor or Vision Team.

If the matter is already being addressed by Senior Leadership Team or Board, the appeal must be to the Vision Team.

If the matter is already being addressed by the Vision Team, the appeal must be to the C3CW Overseer (currently John Finkelde).

If the worker refuses to engage in the disciplinary meeting within 3 weeks, either by not making themselves available at reasonable times, or not responding to reasonable correspondence, disciplinary action may be taken without a meeting taking place. The Senior Leadership Team, Board and Vision team will be notified if this occurs.

Investigation and Discipline Policy

Released:

Last reviewed:

To be reviewed on:

Q:\Policies and Procedures\Masters\Policies\Investigation and Discipline policy.docx

Page 3 of 4

In cases of serious misconduct, or where concerns regarding the ongoing safety of the workers and/or members of C3CW, the person may be suspended from their role while awaiting the arrangement of the disciplinary meeting.

RELATED DOCUMENTS

Code of Conduct
Dispute Resolution Policy

Justin Ware Pastoral Administrator

06/03/2020