

CODE OF CONDUCT POLICY FORM

1. PREMISES

- a. Source of Light Ministries International, Inc. (hereafter "SLM"), as a nonprofit Religious Order, holds to the truth that the Bible is the inspired Word of God and is the supreme authority for the faith, ethics, and conduct of its members and staff in their personal lives, as well as in their ministries.
- b. Because of the religious and spiritual nature of SLM, the effectiveness of its position and its ministry are greatly affected by the example of the personal lives of its members and staff, as well as the way that they carry on their ministries; therefore, SLM retains the right to require of those associated with it to maintain a living faith and a lifestyle in accordance with SLM's stated Doctrinal Statement, Bylaws, moral values, and standards of conduct.
- c. SLM, under God, while claiming its constitutional rights in our society to practice, to express, and to propagate its religious belief and ethical values, respects the right of fellow-citizens in society which may differ.

2. POLICY STATEMENT ON SEXUAL CONDUCT

- a. SLM accepts the standard, as set forth in the Bible, that the only sexual relationship God approves is the one between a man and a woman who are joined by marriage. The sexual relationship of the Christian married couple should be motivated by a spirit of true love that is loyal and faithful to the partner until death parts them. This love gives itself completely one to the other while it also rightfully desires to possess the other completely (Ephesians 5:31; 1 Thessalonians 4:3-5; Hebrews 13:4).

God has clearly differentiated between male and female, each uniquely created for His glory (Genesis 1:27; 2:18-25; 1 Corinthians 11:11-12). God's Word says proper relationships between individuals — male and female — are only possible as His commands are followed (Ephesians 5:21-33; 1 Corinthians 6:7-19; Titus 2:2-7).

In addition, we observe that the production or use of pornographic material is forbidden (Ephesians 5:3-12). Sexual abuse of minors, which includes child molestation, is a serious moral failure and is subject to criminal charges in our society. Premarital sex is fornication and, together with incest, adultery, lesbianism, homosexuality, and any other sexual perversion, is condemned (Romans 1:26-29; 1 Corinthians 5:1-3; 6:9-10; Galatians 5:19-21). Christians are required by God to treat all persons with proper respect and Christian love, and are exhorted to maintain all relationships with moral purity (1 Corinthians 6:18; 1 Timothy 4:12; 5:1-2). SLM will not tolerate sexual harassment by either of the sexes. All of these are moral failures and are subject to disciplinary action by SLM, including dismissal.

- b. All members of this Religious Order shall, in Christian love, adhere to these standards while seeking the welfare of fellow-members in order to maintain a pure life and a good testimony in the ministry.
- c. In the case of moral failure, the proper authorities of SLM shall seek to verify and evaluate the particulars relating to the matter. The person or persons involved shall have a fair hearing. Then the proper authorities of the person's home church will be advised, and they shall be given the opportunity to help in the case. Corrective discipline shall be administered according to the seriousness of each case. Whether it should be

handled privately, or whether the case should be made public, will depend on the nature of the fault and its consequences. In all cases, the discipline shall have as its goal the spiritual restoration of the offender, the healing of those wronged, the welfare of the Gospel ministry, and God's honor upheld.

- 1) SLM shall seek to vindicate God's honor, to retain the credibility of the Gospel, and to protect the ministry God has given SLM.
 - 2) Every effort shall be made to bring about a true repentance in the heart of the offender and his or her personal reconciliation with God.
 - 3) Prayerful support, Biblical counsel, and loving care shall be afforded to the ones who may have innocently suffered the wrong doing, as well as to the offender who has repented (1 Corinthians 5:1-13; 2 Thessalonians 3:6; 2 Corinthians 2:4-8; 7:8-11; Galatians 6:1-2).
- d. All who are candidates for membership on the staff with SLM shall be presented with a copy of the SLM Staff Care Handbook, including this statement regarding sexual conduct. Before they are accepted, they shall sign that they are in voluntary agreement with these regulations and are willing to comply with them as long as they associate themselves with SLM. Anyone is free to resign from SLM whenever they do not wish to abide by the requirements of SLM.
- e. If a candidate has had moral failures in the past which may still have present effects on his or her life and Christian testimony, or should the person himself, or herself, recognize a weakness in this area, SLM will expect the candidate to be candid and truthful with SLM leaders, so that they will be able to correctly advise, counsel, and help the person in his or her Christian life and in his or her decisions concerning Christian ministry. All such information shall be treated with proper discretion and utmost confidentiality.

3. POLICY ON SEXUAL HARASSMENT

Source of Light recognizes the Bible as the final authority for life and conduct. SLM is legally incorporated in the State of Georgia and, as such, is subject to the laws of the State. The Equal Employment Opportunity Commission (EEOC) has decided that harassment is a form of discrimination and has been charged with implementing Title VII of the Federal Civil Rights Act of 1964. The EEOC defines sexual harassment as, "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

As those engaged in Gospel ministry, Source of Light Missionaries are to live exemplary lives that are above reproach. Therefore, SLM adopts the following policy:

- a. No missionary shall engage in conduct or speech that is sexually offensive to another person. Speech or conduct of the missionary staff which is deemed to be unlawful according to the United States laws, or is inconsistent with principles in God's Word and a godly Christian example, will not be tolerated.
- b. Should an allegation be made regarding such conduct, and should subsequent internal, external, or criminal investigation reveal wrongful action on the part of a missionary, appropriate disciplinary action, up to and including dismissal from service with SLM, will occur.

- c. Perceived misconduct should be dealt with as swiftly as possible. Following the guidelines of Matthew 18 in the spirit of Galatians 6:1, when a missionary of SLM is perceived to be in violation of state law and/or Biblical standards, the one who perceives the violation is to directly confront the perceived offender with the purpose of 1) determining if the alleged wrongful occurrence has a basis in fact; and, 2) in the case of inappropriate behavior, seeking restoration of the offender.
- d. Unresolved allegations of sexual harassment or impropriety should be made known to SLM administration not more than 180 days after their occurrence, and more swiftly when possible. The matter should first be taken to the General Director, then, if necessary, the Administrator's Cabinet. Administration will work to protect the confidentiality of those involved, but will report any offenses as required by governing laws of the State.
- e. In the event a complaint is against an individual in Administration, such as the General Director or an Administrator's Cabinet Member, the matter should be conveyed to the Chairman of the Board of Directors.

4. POLICY ON HOMOSEXUALITY

Biblical Position

Source of Light firmly believes the absolute truth, as found in God's special revelation, the Bible, invariably leads to absolute values and therefore, absolute morality. Time and cultural morés indeed continually change, but the Bible is transcultural and its truth is relevant for all times. Therefore, SLM believes the behavior of homosexuality, as any human behavior, must be defined and described Biblically and theologically, rather than physiologically, psychologically, or sociopolitically. Our desire is that homosexual persons repent and escape the snare of the Devil, having been taken captive to do his will (2 Timothy 2:24-26). Otherwise, they shall not continue with Source of Light.

Biblical Definitions

The Scriptures use various terms in the original languages to define this abnormal lifestyle, such as: sodomy, wickedness, abomination, uncleanness, dishonoring the body, vile affections, violating nature, burning with lust, shameful lusts, reprobate, effeminate, abusers of themselves, inordinate affections, defilers of themselves, lusting after strange flesh, and filthy dreamers.

Man's sexual identity is established and defined by God as heterosexual (Genesis 1:27). Homosexual activity is a sinful practice and contrary to Biblical teaching. Homosexuality is forbidden by God (Leviticus 18:22, 24, 30, and 20:13). Homosexual persons are responsible for their sexual behavior, and that behavior is not due to a genetic predisposition, hormonal imbalance, or abnormal learning processes. It is not an alternative lifestyle. The New Testament also condemns homosexuality in Romans 1:26-27; 1 Corinthians 6:9-11; and 1 Timothy 1:9-10.

If a SLM missionary is discovered living a homosexual lifestyle, SLM will request his or her resignation.

Policy Consideration

It is the purpose of Source of Light to teach and to live the principles of godly behavior. If any person practicing sinful behavior, when discovered, confronted, and given opportunity to confess the sin and repent, does not comply, it is consistent with the purpose of SLM to dismiss that one, although with sadness.

5. POLICY ON CHILD PROTECTION / ABUSE

CHILD PROTECTION POLICY

Source of Light Ministries International

INTRODUCTION

Source of Light Ministries International (SLM) is fully committed to the safety, protection, and nurture of the children within its scope of responsibility and care. We believe it is never acceptable for any child to experience abuse of any kind. Their protection is the responsibility of every adult within SLM. We expect all members of the organization and volunteers to conduct themselves with the utmost integrity and professionalism at all times. Working together we can create a safe and positive, nurturing environment for children guided by the highest biblical standards of morality, ethics, prudence and Christian love. SLM has a number of policies and procedures that work together to provide an appropriate level of safety, protection, prevention and response. We recognize that missionaries are sent by local churches and ultimately they are responsible to that assembly. SLM will work closely with the sending church in these situations and will second to the local authorities and laws.

POLICY IMPLEMENTATION

The Administrators Cabinet (defined as the Office of the General Director of SLM and those corporate officers and administrative staff serving with the General Director) is responsible for development and implementation of child safety policies, procedures, training, and response procedures as applied to those under the authority of SLM.

The General Director, Field Director and Regional Directors are responsible to assure the implementation of child safety policies, procedures, training and response procedures in the regions for which they are responsible outside the US..

Field Leaders (DTB Directors, Boards, and Team Leaders where appropriate) are responsible for implementation of child safety policies, procedures, training and response procedures in the SLM Fields for which they are responsible. They are also responsible to know the civil laws related to abuse that apply to their particular Field. Field Leaders are responsible to report all cases of reported or suspected abuse or neglect within 24 hours to the appropriate Regional Director or his designee.

A written record (including inclusion of any verbal or visual media pertinent to the case) shall be maintained and kept up to date as the event is processed under this policy. This permanent record shall be retained under the direction of the Director of Human Resources.

DEFINITION OF ABUSE

The SLM does not tolerate child abuse or neglect, child being defined as anyone 18 years of age and under. The following definitions of abuse will be applied to all reports involving members of SLM. While it is recognized that local and/or national definitions of child abuse may vary, and there are racial, cultural, religious, and ethnic differences in child rearing and relating to children and understandings of what constitutes child abuse, it is important to remember that all children have basic human rights. These definitions have been written with the awareness of the various cultures represented on Fields. In addition, it is recognized that these definitions apply to all members of the mission family even though they serve in different cultures.

Sexual Abuse

Sexual abuse is the involvement of a child in sexual activity with an adult or another child (as defined above) that includes but is not limited to verbal remarks intended to conduct sexual messages, sexual exploitive visual material or sexually oriented physical contact.

Physical Abuse

Physical abuse is any act that results in a non-accidental physical injury. Such acts may include, but are not limited to: slapping, punching, beating, kicking, biting, shaking, burning, holding under water, pulling hair, or holding against one's will; excessive physical discipline.

Emotional Abuse

Emotional abuse is chronic attitudes or acts that are likely to produce excessive emotional stress. A subset of emotional abuse can include verbal denigration achieved by the communication through words (i.e., derogatory name calling, criticism, yelling), vocal tones and accompanying body language and attitudes that demean a person's appearance or worth.

Neglect

Neglect is the failure of those responsible for the care of a child to meet the physical needs of the child to an extent that the child's health and/or safety are endangered including failure to meet the basic requirements for supervision, housing, clothing, medical attention and nutrition.

SCREENING

SLM will screen all mission applicants, staff, short term missionaries and volunteers whether or not they work with children. The screening program will include:

1. A written application from every potential member of SLM
2. References for all Applicants
3. Background checks for all Applicants

INVESTIGATIVE PROCEDURE AT A GLANCE

(Note: It is understood that sequence of these steps are relative to the complexity of the allegations and can vary in each situation at the discretion of the leadership.)

STAGE	PERSONS INVOLVED	STEPS	TIME	GOAL
Initial Report	Reporter Safe Person Field Leader	Submit a preliminary report to the Regional & Field Director -or- Department Director and CEO	24 hours	Gather as much information as possible and ensure safety of victim
Preliminary Investigation	Reporter Safe Person Field Leader Regional and Field Director -or- Department Director and CEO	Review report and inform appropriate government authorities and inform the CEO	48 – 72 hours	Determine credible basis of report and continue safety of victim
Extended Investigation	Team assigned by CEO	Interview victim, alleged offender, and collateral witnesses	30 - 90 days	Affirm or disallow allegation
Closure	Team assigned by CEO	Determine action plan. Draft statement of findings. Update identified stakeholders. File information	2 – 3 days Subsequent to extended investigation closure	Finalize statement of findings
Follow-up	Counselors and team assigned by CEO	Establish and monitor follow-up plan with Counselors, Victim, Offender, Affected Families, SLM Board	6 months to several years	Ongoing support and assistance according to action plan

OUTCOME OF INVESTIGATION

Statement of Findings

The Statement of Findings (SOF) is a summary of pertinent information obtained from an investigation. The SOF is prepared by the investigative team and is distributed to all identified stakeholders. In most instances, a copy of the SOF is provided to the offender, the victim, specified family members, and appropriate leadership.

Action Plan

An action plan will be attached to the Statement of Findings that list the administrative outcomes or recommendations for those affected by the abuse. Recommendations will reflect appropriate application of SLM policies.

Disciplinary Outcomes

- ~ In every confirmed case of sexual abuse, SLM will permanently dismiss the member with no possibility of reinstatement.
- ~ In confirmed cases of physical abuse, SLM will dismiss the member with no possibility of reinstatement.
- ~ In confirmed cases of emotional abuse, SLM will dismiss the member with the possibility of reinstatement based on meeting all requirements as stated in the Action Plan.
- ~ For a current SLM member, if any information unknown to SLM at the time of acceptance comes to light regarding a conviction or confirmation through an investigation of child sexual abuse, that individual will be permanently dismissed.
- ~ A current SLM member will be placed on administrative leave if any information unknown to SLM at the time of acceptance comes to light regarding previous involvement in child abuse prior to SLM membership. SLM will evaluate the circumstances and determine whether additional action should be taken.
- ~ In the event that SLM determines that a non-member employee or volunteer committed any form of child abuse, SLM will discontinue employment or volunteer service, and will initiate appropriate action.

PRINCIPLES OF INVESTIGATION

Confidentiality

SLM seeks to maintain the confidentiality of information received in the investigative process to the greatest degree possible. Confidentiality cannot be guaranteed, however, and SLM may have to disclose this information in various circumstances, such as to conduct an investigation, to provide remedial and corrective action, and to report to government authorities. In general, SLM applies a need-to-know principle when investigating an allegation. SLM determines, at its discretion, which individuals should be provided information concerning the matter as the report is evaluated and an investigation progresses.

Protocols

Protocols are in place to guide each stage of an investigation. The process is intended to be fair, impartial, and unbiased. The Investigating Team leader will insure that proper procedures are followed in the implementation of this policy.

Statute of Limitations

Civil and criminal statutes of limitations do not limit or prevent SLM investigations.

Presumption of Innocence or Guilt

Investigations facilitated by SLM are not part of any criminal system; therefore SLM does not apply a presumption of innocence or guilt in its investigations.

Victim Related

In the case of a reluctant victim, SLM will still seek to facilitate an investigation, so far as possible, with other witnesses and evidence, if available. SLM strives to exercise caution not to re-victimize. SLM does not require, nor will it allow, victims to be confronted by the alleged offender at any time in the investigative process.

Offender Related

The alleged offender will not be given an opportunity to confront the victim during the investigative process and will not be part of the investigative team. The alleged offender will be placed on administrative leave and, if necessary, relocated during the time of the investigation. The decisions concerning the employment status of the offender are within the discretion of SLM.

Communication

All communication to those outside of the SLM mission family and the media will be handled by the leader of the Investigative Team or his designee. Initial and ongoing announcements to SLM personnel may be necessary and appropriate in the course of an extended investigation. Sending churches are typically included in the communication process. Reports will be made to the appropriate abuse-reporting authorities as required by applicable law.

RECOGNIZING CHILD ABUSE

All SLM personnel should know the signs of abuse and how to report possible abuse. The following signs and types of behavior may be indicators that abuse has taken place. Many of the symptoms or signs could be caused by things other than abuse or neglect. However, the signs listed below are indicators that a child's safety may be at risk. It should be noted that a child who may be an abuse victim usually displays continuing ongoing patterns of the abuse he or she is experiencing.

1. Signs of Sexual Abuse

- a. The child demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.
- b. Injuries to parts of the body that are used for sexual activities such as vagina, anus, mouth, breasts, penis, testicles, thighs, buttocks.
- c. The child has difficulty walking or sitting.
- d. Stains of blood in underwear.
- e. Fecal soiling.
- f. Sleep disturbances (i.e., nightmares, fearful about falling asleep, or unusual sleep patterns).
- g. Shows sudden changes in behavior like unwillingness to talk, spending time alone, bedwetting, overeating, wearing large clothes, or wearing gender inappropriate clothing.

2. Signs of Physical Abuse

- a. The child has unexplained burns, bites, bruises, broken bones, or black eyes.
- b. The child seems frightened of a specific person and objects when he or she is required to be in the accompany of that person without others being present.
- c. The child wears inappropriate clothing for the season and weather in order to cover the body.
- d. The child avoids and appears uncomfortable in the presence of adults.
- e. Behavioral extremes such as depression, anxiety, aggression.
- f. Antisocial behavior such as substance abuse, insubordination, truancy, running away, fear of going home.
- g. The child reports that his or her parent or another adult caregiver caused an injury (i.e. a broken arm, black eye, etc.).

3. Signs of Emotional Abuse

- a. The child shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity or aggression.
- b. The child is either inappropriately adult (for example, parenting other children) or inappropriately infantile (for example, frequently rocking or head-banging).
- c. The child is delayed in physical or emotional development not caused by a health or physical problem.
- d. The child exhibits anger. The child seems to get pleasure from hurting children, adults, or animals.
- e. Eating disorders such as obesity, overeating, or restricting.
- f. The child threatens or has attempted suicide.

4. Signs of Neglect

- a. The child is consistently dirty.
- b. The child lacks sufficient clothing for the weather.
- c. The child steals food or money from his or her peers.
- d. The child lacks needed health care, dental care, or immunizations.
- e. The child abuses alcohol or other drugs.
- f. The child states on a consistent and regular basis that no one is home to provide care. If a child reveals that he or she is being asked to do inappropriate things, or he or she is being beaten or threatened, or coerced into doing "bad things" the child should be taken seriously.

I have read, I understand, and I agree to uphold the Code of Conduct Policy as it relates to Sexual Conduct, Sexual Harassment, Homosexuality, and Child Protection/Abuse.

Signature

Date