




STAFF & VOLUNTEER CODE OF CONDUCT

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STAFF & VOLUNTEER CODE OF CONDUCT

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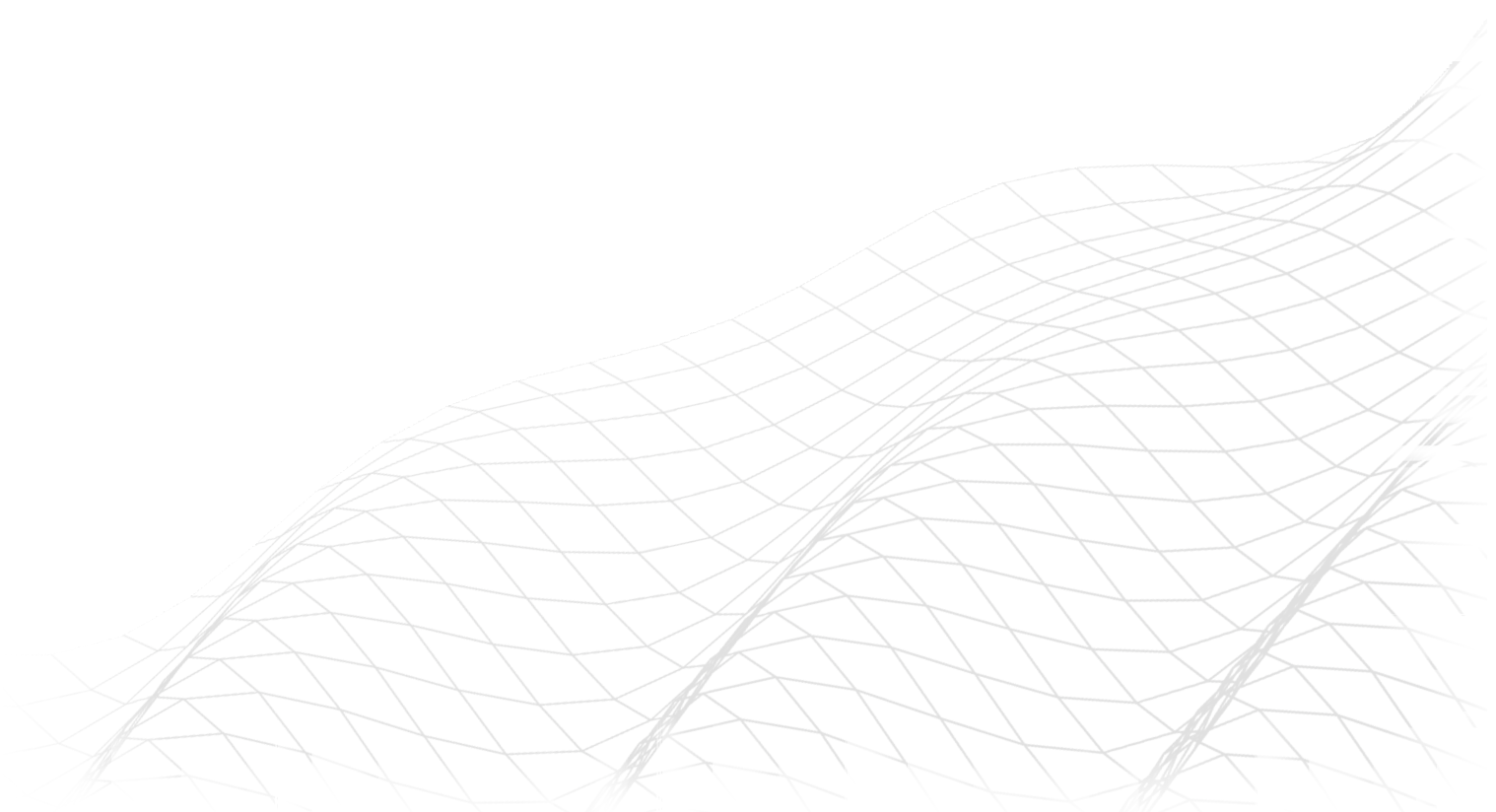
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MORAL STANDARDS

N2N Ministries believes its mission and core values are best supported by Biblical standards of personal purity. N2N Ministries believes that employees, volunteers, and N2N leadership are obligated by their Christian faith to lead a lifestyle, both professionally and personally, which is consistent with the fifth chapter of Galatians. These absolute Biblical standards are reflected in N2N's statement of faith.

Additionally, the Bible teaches that intimate sexual relations are confined within the bounds of marriage between a husband and wife. This necessarily means that **(1)** those who are not involved in such a marriage are to live celibate lives, and **(2)** that homosexual and/or lesbian behavior, objectophilia and all other paraphilia, incest, adultery, and fornication are forbidden.



STATEMENT OF FAITH

1. We believe that the Bible is the only inspired, infallible, authoritative Word of God.

2 TIMOTHY 3:16-17

2. We believe that there is one God who eternally exists in three persons: Father, Son, and Holy Spirit.

2 CORINTHIANS 13:14

JOHN 14:7-11

3. We believe in the deity of Jesus Christ. We believe in His virgin birth, in His sinless life, and His supernatural miracles. We believe in His literal bodily death for the remission of our sins, His burial and resurrection, and His ascension to the right hand of the Father.

1 TIMOTHY 3:16

ROMANS 3:25-26

4. We believe that man willingly fell into sin – ushering in evil and death, both physically and spiritually, into the world.

ROMANS 5:12- 21

5. We believe that every person can be restored to a relationship with God through accepting Christ's offer of forgiveness, salvation, and eternal life.

JOHN 3:16

HEBREWS 9:22

6. We believe that sanctification and holiness is God's design for the Church, which is the Bride of Christ.

EPHESIANS 5:25-27

7. We believe that sexual purity is a necessary expression for all of God's children and requires abstinence from adultery, fornication, incest, homosexuality, or other sexual relationships forbidden by Scripture.

HEBREWS 13:4

1 CORINTHIANS 6:18

LEVITICUS 18:1-30

ROMANS 1:26-32

8. We believe that God created mankind as two distinct sexes, male and female, and that each person affirms God's infinite wisdom by living in alignment with their birth sex.

GENESIS 1:26-28

MATTHEW 19:4-5

9. We believe that marriage is the uniting of one man and one woman in a covenant commitment for a lifetime and is a sacred institution established by God.

MATTHEW 19:4-6

10. We believe that the Church has an evangelistic mission to all who are lost.

ACTS 1:8

MARK 16:15-18

11. We believe in the baptism of the Holy Spirit and the continuing ministry of the Holy Spirit, as evidenced in the gifts of the Holy Spirit and the fruit of the Spirit in the believer's life.

JOHN 15:26

ACTS 19:1-6

EPHESIANS 4:11-13

1 CORINTHIANS 12:4-11

GALATIANS 5:22-23

DRESS CODE POLICY

PURPOSE

Having a uniform expectation of staff attire is important. How we dress ourselves is representative of who we are as an organization. It represents who we are to visitors. And it helps create a positive and professional work environment.

How we dress often informs other's impressions of us. As far back as *The Odyssey*, the Ancient Greek poet Homer commented on how one's appearance can inspire confidence or cast doubt. A man in a tailored suit appears competent. A bum in sweatpants and a stained t-shirt appears lazy and inept. In our office, we never know when a supporter, a board member, a pastor, or a school facilitator may walk in. But when they do, we want to inspire confidence. We want to give them the impression, with our appearance and with the appearance of our facilities, that we are diligent and competent people.

Our goal is for everyone to dress nice but casual. We want our office to seem relaxed but tidy and ready for work. We ask that our staff dress like they might on a Sunday morning at a local church where blue jeans are acceptable.

SCOPE

This N2N dress code applies to any N2N employee or volunteer engaged in work for N2N Ministries. It applies to work in N2N offices, as well as remote filming or other activities outside the N2N office. This dress code applies to meetings or calls related to N2N business on videoconferencing platforms such as Zoom, Google Hangouts, Facetime, or Discord. This dress code also applies to official N2N Ministries events. Such events include Christmas parties, board events, community events, meals or events with speakers or guests, and meetings.

GROOMING

Please come to work with your hair neat and clean. Any color or reasonable hair length is acceptable for both men and women. Hair should always be combed or styled if long enough.

Facial hair is acceptable. Beards and mustaches should maintain a professional appearance. Facial hair should be trimmed evenly and combed if long enough. Neck stubble should be kept to a minimum.

Use good bathing habits. The use of deodorants is strongly recommended (If you have allergies or sensitive skin, use a natural deodorant like Tom's of Maine). Remember, you are usually the last person

to notice your own body odor. Noticeable body odor is not acceptable. Do not wear excessive jewelry, cologne, or perfume.

CLOTHING

We ask that all employees be mindful of their role and whether or not higher standards of attire may be appropriate in certain places, times, or circumstances.

PANTS

All pants should be in good condition and free of stains, tears, or fraying and should not be visibly worn or faded. Slacks, khakis, and denim pants are acceptable. Jeans should not appear worn or bleached. Shorts, overalls, and athletic wear such as sweatpants, track pants, or yoga pants are prohibited.

SHIRTS & TOPS

Men's shirts must have sleeves. Women are permitted to wear sleeveless blouses or shirts. However, tank tops, spaghetti straps, and visible underarm hair are prohibited. Shirts for both men and women should be modest and cover the torso. Deep v-necks and shirts or tops that display excessive cleavage or the midriff are not permitted. Men are strongly encouraged to wear collared shirts. T-shirts are permissible if they are not overly baggy or tight, faded, worn, stained, or stretched. Shirts with potentially offensive words, potentially offensive messaging, logos, or pictures are

unacceptable. Political messaging, political logos, slogans, or branding of any kind is not acceptable.

DRESSES & SKIRTS

Casual dresses and skirts, and skirts which are split at or below the knee are acceptable. Any short dress or skirt that may ride halfway up the thigh while seated or otherwise is inappropriate. Women are permitted to wear sleeveless dresses. However, tank tops, spaghetti straps, and visible underarm hair are prohibited. Men are not allowed to wear kilts.

FOOTWEAR

All footwear must be clean, free of stains or discoloration, and in good repair. Shoes with holes, or which are separating from their soles are not permissible. Informal plastic shoes such as Crocs or flip-flops (chanclas) are unacceptable. Men must wear leather or canvas close-toed shoes. Women are permitted to wear nice open-toed shoes or dress sandals.

HATS

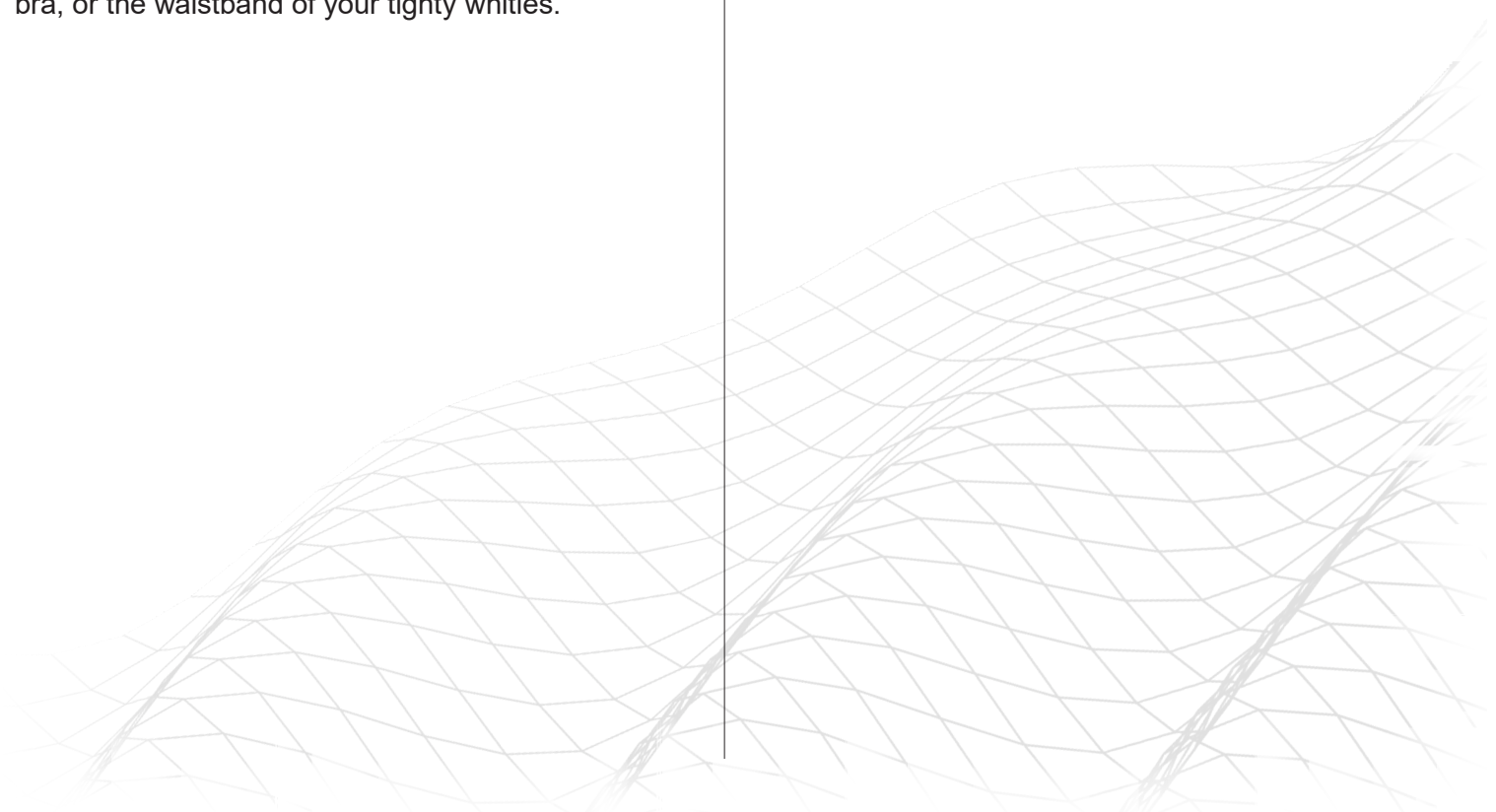
Hats are not permitted to be worn in the office except during filming. If they are worn outdoors, such as for filming, they must be in good repair and not stained or faded. Baseball hats are permitted; however, trucker-style hats are not.

DRESS WHILE PERFORMING PHYSICAL LABOR

When performing strenuous or dirty physical tasks such as building or trailer maintenance, construction, furniture moving, yard work, painting, or heavy cleaning, any type of clothing is acceptable. However, if you are working in the office before or after strenuous or dirty physical tasks, the standard office dress code still applies. Regardless of the type of work, men and women should ensure that their dress is modest and covers the body adequately. Shirtlessness, crop tops that expose the midriff, and tank tops with large arm openings that expose the chest are not permitted.

VISIBLE UNDERGARMENTS

Undergarments are not permitted to be visible. Avoid showing boxer shorts waistbands, bra straps, sports bra, or the waistband of your tighty whities.



HARASSMENT POLICY

HARASSMENT

N2N Ministries prohibits harassment of one employee/volunteer by another employee, volunteer, supervisor, or third party for any reason based on a “protected class,” including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our employees and volunteers is also prohibited.

The purpose of this policy is to ensure that in the workplace, no employee or volunteer harasses another for any reason or in any manner. The conduct prohibited by this policy includes behavior in any form, including but not limited to email, voice mail, social media, text messages, pictures, images, writings, words, or gestures.

While it is difficult to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Anyone who believes they have been harassed should report the situation immediately to their supervisor or HR. If an employee or volunteer makes a report to management and the manager either does not respond or does not respond in the manner the employee or volunteer deems satisfactory or consistent with this policy, the employee or volunteer must report the situation to the president.

N2N management will investigate all such reports as confidentially as possible. An adverse reaction will not be taken against an employee or volunteer because they, in good faith, report or participate in investigating a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, including dismissal.

Detailed spending reports are essential for project budgeting. By reviewing past project expenses, such as the cost of a two-week trip to Burundi, we can estimate the costs of similar projects in the future. Project budgeting allows us to conduct objective cost versus benefit analyses and make informed decisions on future resource allocation to prioritize activities that most effectively align with our mission and vision.

SEXUAL HARASSMENT

Any form of sexual harassment is a violation of N2N policy and may be unlawful.

N2N Ministries firmly prohibits sexual harassment of any employee/volunteer by another employee, volunteer, supervisor, or third party. The purpose of this policy is to ensure that in the workplace, no employee or volunteer is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, including, but not limited to, sexually-related drawings, pictures, jokes, teasing, emails, text messages, uninvited touching or other sexually-related comments.

The conduct prohibited by this policy includes behavior in any form including but not limited to email, voice mail, social media, text messages, pictures, images, writings, words, or gestures.

Sexual harassment will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against employees or volunteers who report violations of this policy in good faith or participate in the investigation of such violations.

Anyone who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

Anyone who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment should report the situation immediately to a member of N2N management.

N2N will investigate every reported incident immediately. Any employee, volunteer, supervisor, or agent of N2N who has been found to have violated this policy may be subject to appropriate disciplinary action, including immediate discharge.

N2N management will conduct all investigations discreetly. N2N recognizes that every investigation requires a determination based on all the facts in the matter. N2N also recognizes the severe impact a false accusation can have. We trust that all employees and volunteers will continue to act responsibly.

The reporting employee/volunteer and any employee/volunteer participating in any investigation under this policy have N2N's assurance that no reprisals will be taken due to a sexual harassment complaint. It is the policy of N2N Ministries to encourage discussion of the matter to help protect others from being subjected to similarly inappropriate behavior.

INDIVIDUAL ACCOUNTABILITY POLICY

PURPOSE

As the staff, employees, and volunteers of a Christian organization, avoiding even the appearance of personal or relational impropriety is doubly important. We have a Christian duty to bear witness to the goodness of our God in how we conduct ourselves, in our personal lives, and at work. (Matthew 5:13-16, 2 Corinthians 6:16-17, 1 Corinthians 8:9, 1 Thessalonians 2:12, 1 Thessalonians 5:22). In all we do, we should do it as ambassadors of Christ—giving glory and testifying to the greatness of the God we serve.

DISCLOSURE OF WORKPLACE RELATIONSHIPS

N2N Ministries requires its staff to disclose certain relationships between co-workers to avoid favoritism, conflicts of interest, and allegations of harassment or any other wrongdoing.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship. Nor does this policy preclude any relationship as a condition of employment with N2N Ministries.

FAMILIAL RELATIONSHIPS

N2N Staff must disclose to HR any familial relations between themselves and any other member of the N2N Staff or the Board of Directors. Familial relationships include:

- A person's spouse
- Ancestor
- Whole or half-blood sibling
- Children, whether natural or adopted
- Grandchildren and great-grandchildren
- Spouses of siblings, children, grandchildren, and great-grandchildren
- Aunts and uncles by natural relation or marriage
- First cousins and their spouses and children

SIGNIFICANT FINANCIAL RELATIONSHIPS

N2N Staff are required to disclose to HR any financial arrangement between themselves and another member of N2N's staff or N2N's board of directors that transacts more than the lesser of a) 50% of either party's annual N2N wages or b) \$29,999 annually.

Except within the context of familial relationships, N2N staff must disclose to HR any shared housing

arrangements they have made with any other member of the N2N staff.

ROMANTIC RELATIONSHIPS

N2N employees must disclose to HR any romantic relationship with any other N2N employees or members of the N2N Board of Directors. Romantic relationships include dating relationships, formal courting relationships, and betrothals.

PERSONAL DISPLAYS OF AFFECTION

We ask that all N2N staff help maintain a professional atmosphere by keeping personal displays of affection to a minimum. Please refrain from any personal displays of affection that may make your colleagues uncomfortable, considering the diversity of age and unique personal backgrounds present.

AVOIDING IMPROPER RELATIONSHIPS

Everyone is strongly encouraged to hold meetings, conversations, and other interactions in public, open locations, or open-door spaces. Discussions, meetings, and other interactions between staff that occur in private, behind closed doors, or in private messages, without the necessity of privacy, are discouraged.

For the purposes of this policy, a public space would be considered a space in the Harlingen office, a church, coffee shop, or other location, physically open to where other people are present. Regardless of circumstance, a person's home is not considered a public space for the purposes of this policy.

PRIVATE MEETINGS

Regularly occurring, private, one-on-one meetings between members of the opposite sex, either in-person or via video call (e.g., Zoom, Discord), are prohibited. Private meetings (in-person or via video call) between members of the opposite sex, where at least one person is not present in a public space, should not occur unless necessary (E.g., speaking to your supervisor about pay, time-off, or other work arrangements). Most meetings should include more than two people. In all meetings, all people present are encouraged to take notes and document their use of time.

STAFF / EMPLOYEE / VOLUNTEER TRAVEL

Travel for N2N Ministries shall never include members of the opposite sex traveling alone unless those staff members are married.

Travel in the United States

If the trip includes unmarried members of the opposite sex, there shall be at least three people on the trip.

International Travel

Trips should consist of one person, or; all persons of the same sex, or; at least one married couple, or; at least three people.

WORKPLACE & FACILITIES POLICY

WORKPLACE SAFETY

Safety can only be achieved through teamwork at N2N. Each employee, volunteer, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately.

Everyone should observe the following precautions:

- Notify a supervisor of any emergency situation. Employees who become injured or sick while at work should notify a supervisor immediately.
- Machine and equipment repair / adjustment should only be performed by trained and qualified employees.
- Employees should follow proper lifting procedures and get help when lifting or pushing heavy objects.
- Employees should understand the locations, contents, and use of first aid and firefighting equipment.
- Employees should always speak up if they notice an unsafe situation.

A violation of safety precautions is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge

GOOD HOUSEKEEPING

Good work habits and a neat workplace are essential for job safety and efficiency. Employees are expected to keep their place of work organized and materials in good order at all times. Employees should report anything that needs repair or replacement to their supervisor.

Every staff member is responsible for the cleanliness of their work area, including their desktop and the space below it. Employees are expected to wipe down their desks, keeping them free of dust or other dirt or grime, once per week.

Employees should empty their trash at least once a week, ensuring it does not accumulate to overflow its receptacle.

Food and drink items shall not be disposed of in workstation trash containers but should be disposed of in the common-room trash bin to avoid ants or other pests.

Employees should not leave food-related messes at their desks overnight. If an employee spills or drops any food item, or creates any food-related mess, either in the kitchen area or at their desk, they are responsible for cleaning it in a sanitary manner immediately.

WORKPLACE SEARCHES

To protect the property and to ensure the safety of all employees, volunteers, and N2N Ministries, N2N management reserves the right to conduct personal searches consistent with state law and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from N2N's property.

In addition, N2N management reserves the right to search any employee and volunteer's office, desk, files, locker, equipment, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, cabinets, computers, equipment, etc., are the property of N2N Ministries and are issued for the use of employees (and volunteers) only during their employment. Inspection may be conducted at any time at the discretion of N2N management.

FIREARMS

After lengthy and thoughtful discussion and earnest consideration, N2N management has decided that openly carried firearms are prohibited on N2N property because of how people of different cultures and backgrounds view firearms. N2N leadership desires that all employees, volunteers, and visitors feel welcome and safe on N2N property.

However, because N2N leadership does not wish to deprive people of the opportunity to defend themselves should the worst happen, N2N will permit the concealed carry of firearms by those legally allowed under State and Federal law.

N2N Ministries politely requests that all employees

who plan on carrying firearms in the workplace discuss their carry plans with N2N leadership.

WEAPONS

Possession of explosives, and the use or sale of firearms or explosives on N2N premises, or while engaged in N2N business off-premises is forbidden except where expressly authorized by N2N and permitted by state and local laws.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to management.

SMOKING

N2N is committed to providing a safe and healthy environment for employees, volunteers, and visitors; as such, smoking and vaping are prohibited.

ILLEGAL DRUGS

The use or possession of illicit drugs, including illegal prescription drugs, on N2N property or while conducting N2N business is strictly prohibited and will be grounds for immediate dismissal.

ALCOHOL

The consumption of alcoholic beverages on N2N Ministries' property or while engaged in N2N business, both on and off premises, is strictly prohibited.

EQUIPMENT & SUPPLIES POLICY

CARE OF EQUIPMENT

Employees are expected to demonstrate proper care when using N2N's property and equipment. No property, including but not limited to computers, printers, scanners, cameras, video projectors, or other equipment, may be removed from the premises without the proper authorization of management. Any employee who loses, breaks, or damages any property, must report it to their supervisor immediately.

COMPUTER EQUIPMENT & INTERNET

Employees should only use pre-approved and documented passwords on their assigned computers.

Employees are prohibited from using N2N Ministries' computer equipment, telephone, data networks, and internet for the viewing, storage, or transmission of pornography, explicit content, illegal content, pirated content, or content that promotes immoral or unlawful activity. Such activity may be grounds for immediate suspension or dismissal.

PERSONAL FILES & SOFTWARE

Employees are prohibited from installing software on their computers unless they were previously authorized to do so. If an employee wishes to install any software on their computer, including music-playing applications or other personal software, they are required and encouraged to speak to their supervisor first.

N2N management will generally be permissive in an employee's use of their assigned computer equipment as long as software or use does not impede or hinder the computer equipment's designated purpose.

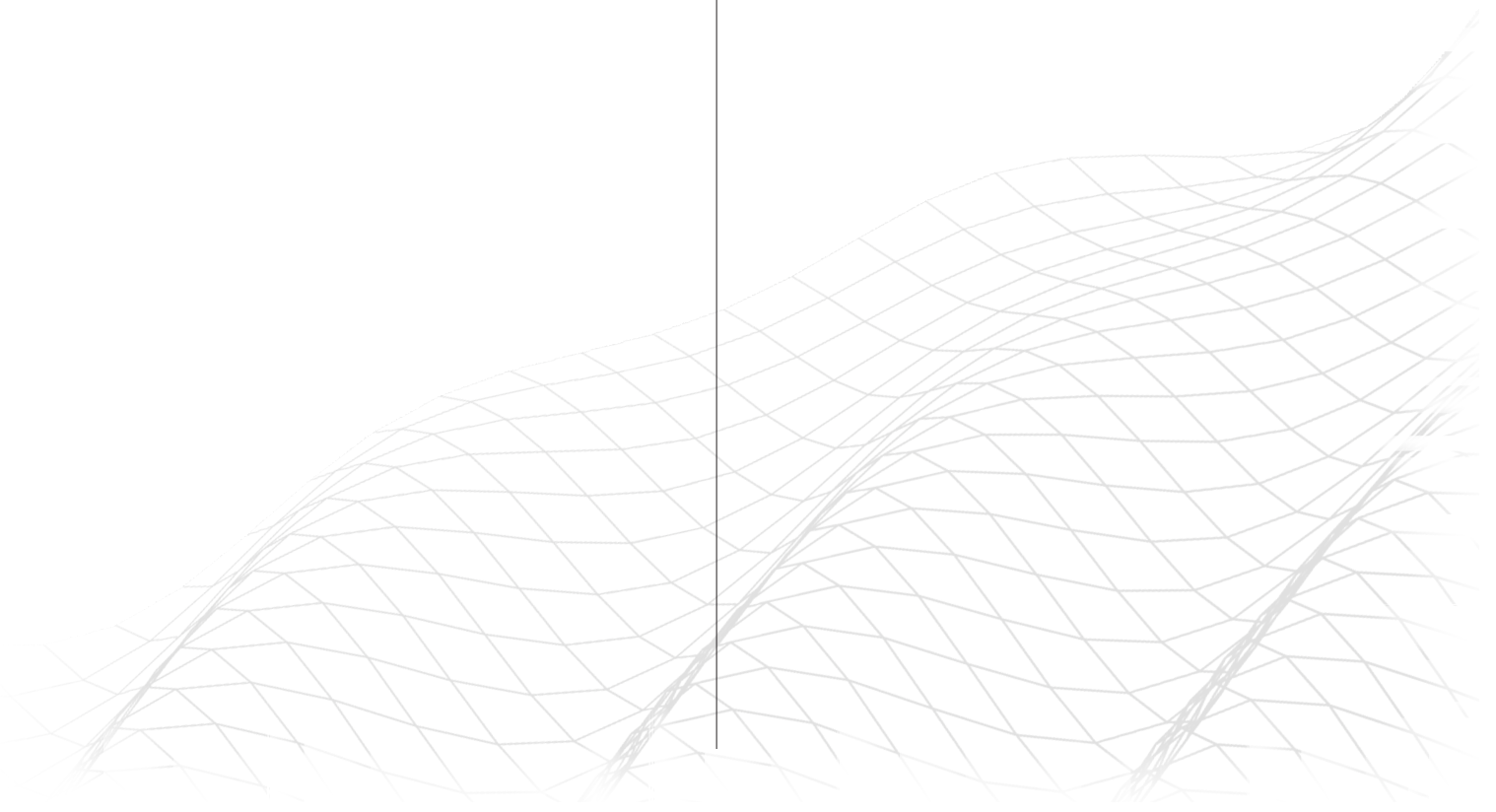
Furthermore, while employees may keep some personal files on their assigned computer equipment, employees should refrain from keeping any sensitive personal data, or personal data that is not backed up on a personal device, on their work computer.

From time to time, N2N management may reassign computer equipment, search, or perform maintenance on workplace computers during which employee files may also be searched, exposed, or deleted.

OFFICE SUPPLIES

N2N maintains a stock of necessary office supplies such as pens, paper clips, staples, notepads, flash drives, etc., used daily by employees.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including dismissal.



SOCIAL MEDIA POLICY

PURPOSE & SCOPE

N2N Ministries is called to train and equip pastors and church leaders all over the world. N2N believes that this calling is an honor from God and that this responsibility must be taken with all seriousness. As an organization engaged in training leaders, the N2N Board of Directors and staff have been given a position of influence and authority in the church.

Scripture lays out some clear guidelines and qualifications for leaders in the church. In 1 Timothy and Titus, scripture says that leaders in the church must be “above reproach.” 1 Timothy 3 says that leaders in the church must be “sober-minded, self-controlled,” and “respectable.”

It is said that “Above reproach” is not merely “innocent of wrongdoing” or “righteous.” To be above reproach is also to be “not open to attack or criticism.”

Social Media is a double-edged sword. It can help project the message of the excellent work that N2N is doing. But it also creates risks and responsibilities. Anything one does on social media, even on public personal accounts, could be viewed by colleagues, supervisors, donors or supporters, partner churches or organizations, or by the pastors and leaders we are working to support around the world. N2N’s director’s and staff’s activity on social media reflects on their personal character and on N2N Ministries. Furthermore, it reflects on the works N2N has done worldwide and will continue to do.

Additionally, all interpersonal interaction, even online, should be considered to be with a potential supporter or partner. It is important to remember that N2N is supported by and serves people from multiple political parties, nations, cultures, and denominations, and there is no advantage in purposely offending people.

The N2N Ministries Board of Directors expects that all directors and staff will adhere to this Social Media Policy. This policy will apply to both business and personal Social Media accounts where staff and directors identify with N2N Ministries or where they could be recognized as a director or staff member of N2N. This includes, but is not limited to, accounts on Twitter, Facebook, Instagram, YouTube, Flickr, LinkedIn, TikTok, Snapchat, blogs, wikis, forums, or any other tool or service that facilitates interactions over the internet.

FIVE SOCIAL MEDIA PRINCIPLES

All directors and staff are expected to adhere to the following five principles in their public Social Media activity, being mindful of the diversity of cultures they interact with and serve.

BE PEACEABLE

All N2N directors and staff are expected to be peaceable. This means avoiding overtly controversial topics such as divisive theological discussion, divisive political discussion, or conspiracy theories. Directors and staff should avoid online public debates, arguments, or protracted disagreements, even if in good humor.

BE KIND

All N2N directors and staff are expected to act in kindness. This means avoiding gossip, bullying, angry or unnecessarily aggressive language, or broad personal condemnations. Disagreements or rebukes should be handled privately and preferably in person, when possible.

BE MODEST

All N2N directors and staff are expected to exercise modesty. This means keeping things that should be personal and private out of the view of the public. On social media, N2N staff and directors should appear modest in their dress, be modest and temperate in their language, avoid oversharing personal information, and avoid anything that could be considered vulgar or salacious.

EXEMPLIFY SELF-CONTROL

All N2N directors and staff are expected to exemplify self-control and moderation. This means avoiding sharing anything that could be seen as promoting temptation to sin. Staff and directors should avoid Social Media posts involving alcohol, smoking, gambling, the promotion of illicit substances, or other controversial activities or behaviors.

IMITATE CHRIST

All N2N directors and staff are expected to be ambassadors of Christ. Furthermore, as N2N Ministries is a work and ministry ordained by God, N2N directors, and staff are expected not to speak ill of the ministry publicly or on social media. N2N staff and directors should not share any information about the ministry that could harm it, donors or supporters, partner churches or organizations, or any pastors and leaders that N2N is working to support worldwide.

DISCIPLINARY POLICY

The N2N Ministries Board of Directors may review and consider disciplinary action against any director found to be in repeated violation of this policy. Any staff found to be in repeated violation of this policy may be subject to disciplinary action up to and including termination of employment per N2N's staff disciplinary policies.

CONFLICT OF INTEREST POLICY

PURPOSE

As a nonprofit, charitable organization, N2N Ministries is accountable to government agencies and members of the general public for responsible and proper use of its resources. N2N directors, officers, staff, and employees must always act in N2N Ministries' best interest. They may not use their position in the ministry for their own personal benefit or the benefit of those close to them. Conflicts of interest and the appearance of a conflict of interest must be taken very seriously since they can damage the reputation of N2N Ministries and expose N2N to potential legal liability.

KEY TERMS

DIRECTOR: A Member of the Board of Directors

OFFICER: An Officer of the Board of Directors, such as the President, Vice President, Secretary, and Treasurer.

STAFF MEMBER: Any employee or volunteer staff member of N2N Ministries

RELATIVE: A person's spouse; ancestor; whole or half-blood sibling; children, whether natural or adopted; grandchildren and great-grandchildren; spouses of siblings, children, grandchildren, and great-grandchildren; aunts and uncles by natural relation or marriage; and first cousins and their spouses and children.

INTEREST: Any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment.

CONFLICT OF INTEREST: A conflict of interest arises when the personal or financial interests of a N2N Director, Officer, or Staff member have the potential to come into conflict with the interests of N2N Ministries in such a way that it can reduce the likelihood that the director, officer, or staff member can act impartially in the best interest of N2N Ministries.

APPLICABILITY

This conflict-of-interest policy applies to all N2N Staff. Key Ministry members, N2N directors, and N2N officers have additional policy rules that apply to them per the Conflict-of-Interest Policy passed by the Board of Directors in December 2020. The staff policy that follows is derived from that. The N2N Board's Conflict of Interest Policy takes precedence over this policy and is available to anyone upon request.

WHAT IS A CONFLICT OF INTEREST?

A potential conflict of interest arises when a N2N staff member's personal or financial interests can come into conflict with the interests of N2N. Anything that impairs, or could be seen to impair, the objectivity of a staff member in discharging their decision-making duties to N2N should be viewed as a potential conflict of interest. It is impossible to list every possible circumstance where a potential conflict of interest could occur. However, potential conflicts of interest could occur in the following scenarios:

- The sale of goods or services to N2N staff or relatives.
- Financial arrangements with other nonprofits with which N2N staff may volunteer.
- Disposing of N2N property

In situations where there is uncertainty about whether a conflict of interest exists, everyone must err on the side of caution and disclose any potential conflict.

DISCLOSURE OF CONFLICTS OF INTEREST

All N2N staff must disclose all potential conflicts of interest to the best of their knowledge and ability as soon as they become aware of any proposed action in which they may have an interest and before engaging in any activity involving the potential conflict or attempting to influence any action involving the potential conflict.

The disclosure must be made to that person's supervisor. If no supervisor or superior exists or is available, disclosure should be made to a finance committee member or the president.

DISPUTES OVER WHETHER A CONFLICT EXISTS

If there is a dispute over whether a conflict of interest exists with an N2N staff member, that person's supervisor shall make the determination. If that supervisor is unavailable or themselves potentially conflicted, the matter shall be determined by the finance committee or the president.

A conflict of interest always exists in a scenario where a N2N staff member, or one of their relatives, is engaged in a transaction with N2N Ministries, with two exceptions:

1. The staff member would not customarily review the transaction, and it is available to others on the same or similar terms.
2. The transaction constitutes a benefit or arrangement provided to a related party solely as a member or a class of the beneficiaries that N2N Ministries intends to benefit as part of its mission, and that benefit or arrangement is available to all similarly situated members of the same class on the same terms.

ADDRESSING CONFLICTS OF INTEREST

If a member of N2N's staff has a conflict of interest, their supervisor, the finance committee, or the president should delegate the conflicted person's decision-making authority regarding the matter in conflict to someone else so that no conflict exists. The conflicted person should make no effort to influence the decision in which they have an interest improperly.

A conflict of interest does not preclude any decision from being made. Instead, this policy requires decisions to be made by someone who does not have a conflict of interest.

VIOLATIONS

If an employee's supervisor has reasonable cause to believe that that employee has failed to disclose any actual or possible conflicts of interest related to any transaction in which that employee has decision-making authority or the ability to influence, that supervisor shall immediately take appropriate disciplinary and corrective action.



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