

**Director
of Finance**

RELEASE INTERNATIONAL
Voice
of Persecuted Christians

Thank you for your enquiry about the post of Director of Finance at Release International, a Christian Ministry and charity serving with persecuted Christians since 1968.

About You

We are looking to recruit a full-time Director of Finance, to be based at our office in Orpington, Kent.

To fulfil this exciting and pivotal role within Release International as part of the Leadership Team, you will be motivated by your evangelical Christian faith, having a compassionate heart for our persecuted family in Christ and a passion to serve them. You will have functioned at a senior level and will have a proven track record and experience of strategic and operational financial management. You will have the vision, knowledge and skills to convey financial information in a practical and insightful way to a number of different audiences with varying levels of financial understanding. You will be someone who enjoys combining technical expertise with the ability to inspire and lead others. You will need to ensure that the Leadership Team and Trustees are fully appraised of progress against the Ministry's ambitious and exciting financial strategy. You will be expected to demonstrate high levels of accounting knowledge and be comfortable using Sage 50. You will hold an appropriate financial qualification.

As Director of Finance you will understand the importance of ensuring that, as a registered UK charity, the Ministry's precious resources are accounted for with excellence and, at the same time, exercise adventurous faith for the things we 'see' the Father doing (John 5:19); always focused on the effective and efficient delivery of the Ministry.

About Us

Release International is a Christian Ministry devoted to serving persecuted Christians and currently does so in almost 30 countries around the world. Among other things we supply Bibles, Christian literature, support prisoners of faith and their families, work for justice, and deliver needs-led projects to develop resilience of Christians as they live for Jesus in the teeth of persecution. Release International is also devoted to raising the voice of persecuted Christians, ensuring that individual Christians and communities throughout the UK and Ireland get to know about what is happening to their persecuted family members and are given multiple opportunities to engage with them as fully as possible.

Release International was inspired by the ministry of Richard Wurmbrand who was imprisoned and tortured by the Romanian secret police in the 1950s and 1960s because of his Christian faith. Much more information about the work and ministry of Release International can be found on our website at www.releaseinternational.org.

Our Ethos Statement

Release International is a Christian Ministry which, within the environment of UK law and governance, is a Company Limited by Guarantee. It is also registered as a charity and governed by a Board of Trustees. The Charity's objects and powers of governance are documented in the Articles of Association.

The Charity's objects are described in the Articles of Association as follows:

- **The advancement of the Christian faith**
- **The relief of poverty amongst peoples worldwide who are suffering persecution or marginalisation for their Christian beliefs**
- **The furtherance of the charitable work of the charity by the advancement of such other charitable purposes as the Trustees shall from time to time decide.**

The **Mission** of Release International is to help Christians in the UK and Ireland actively engage with their persecuted brothers and sisters around the world by praying with them, standing with them and learning lessons of true Christian discipleship with them.

The **Vision** is to see a world in which the whole Body of Christ understands persecution and responds prayerfully, pastorally and practically every time a Christian is persecuted.

The outworking of these objectives and the mission and vision of Release International is expressed in **five key purposes** which encompass all aspects of the Ministry of Release International:

Showing God's compassion: providing for the needs of the families of Christians who are being persecuted or have been imprisoned or killed.

Serving God's church: enabling believers to survive persecution and its effects.

Sharing God's love: helping persecuted Christians bring to Christ those who are opposed to the gospel.

Spreading God's Word: supplying Bibles and literature to meet the need for growth and evangelism.

Speaking as God's advocates: being the voice of the oppressed and persecuted.

The motivation for the Ministry is rooted in faith in Christ and as a Christian Ministry therefore, Christian faith is of central importance to the objects, the work and the ethos of Release International and this is expressed in the Statement of Faith, part of the Articles of Association, to which all Trustees, all Staff and all Volunteers must subscribe.

For the purpose of the Equality Act 2010 staff employed by Release International work to fulfil the Ministry's objects and the five key purposes, and Release International is committed to model the practical implications of its biblical beliefs at every level. In that sense every employee and volunteer is an ambassador for Release International and there is therefore an occupational requirement for employees of Release International, whether staff or mission partners or volunteers to be committed Christians and to adhere to the basis of the Ethos Statement and Statement of Faith of Release International and live in accordance with it, and given the above, it is proportionate to apply that requirement.

The Christian ethos of Release International is expressed in the **Values** that having a personal relationship with Christ engenders:

God's love

We believe our attitudes and actions must reflect the kindness, mercy, grace and compassion of Jesus in all we do towards all people, but with special concern for oppressed and persecuted Christians (Galatians 6:9-10). We seek only to do good. In expressing our passion for justice and being a voice for the persecuted (Micah 6:8, Proverbs 31:8, 9), we choose to love and respect others, whether Christian or not, whether in fellowship with us or not (Mark 12:31).

The meaning of life is to be found in the immeasurable love of God in Jesus Christ (John 3:16). Its most fundamental characteristic is that it seeks the good of the other. It is contrary to all selfish, self-centred attitudes (1 Corinthians 13). Love is more than an emotion. It involves choosing to love others, including our enemies (Matthew 5:43-44). God's perfect love eradicates fear (1 John 4:18).

God's Word

We recognise that God's Word (the Bible) is inspired by the Holy Spirit. It is our supreme authority and pattern for living, not only in matters of personal faith and conduct but also in all we do as a Ministry as part of the Body of Christ (Psalm 119:160; 2 Tim. 3:16-17; James 1:22-25).

God's Kingdom

We want to obey the words of Jesus in seeking first the Kingdom of God (Matthew 6:33) such that God's reign is evident in our lives and Ministry.

We are receiving an 'unshakeable kingdom' as God's gift and God's initiative (Hebrews 12:28). As co-labourers with God in establishing His kingdom we are passionately focused on seeing people come to faith in Christ, discipling, equipping and empowering them to be effective witnesses, especially in situations of persecution (Matthew 5:10; 28:19-20).

Prayer

We take prayer seriously, and as a team model this by regularly and purposefully spending time with God. Recognising that the prayers of righteous people have great effect (James 5:16) we try our best to live holy lives, praying as much as possible, giving thanks in all circumstances (1 Thessalonians 5:16-18).

Integrity

By the grace of God we want our lives and Ministry to demonstrate Christian integrity.

We want to be known as people of humility, justice and mercy (Micah 6:8) others can trust because of our consistency of word and deed; truthfulness and honesty (2 Corinthians 4:2, Proverbs 10:9).

Exercising wisdom (Matthew 10:16), we will always seek to speak out on behalf of persecuted Christians with integrity, humility and a servant heart, ensuring their message can be verified and trusted.

Relationships

In Christian teaching, the Greek word 'koinonia' describes how Christians come together as a family, with believers being regarded as 'brothers and sisters in Christ'. Relationship; partnership; community; unity; sharing; common purpose; mutual effort; being joined together to work as a team; sharing the burden equally: these are all things we value and seek to practise as we exercise our Ministry at home and abroad.

Church

It is important to us to work with and through 'local' church leaders wherever possible, supporting them in their pastoral responsibilities. In doing so we aim to serve and equip believers in the UK and Ireland, and in nations where persecution takes place; developing understanding of, and response to, persecution as they seek to grow together in Christian maturity and discipleship (1 Corinthians 12:26; Colossians 1:28; Ephesians 4:11-16).

In our dealings with individual Christians we will emphasise the significance of their membership of the Body of Christ (1 Corinthians 12:27) to which we also belong as brothers and sisters together, in the one worldwide church.

The values, attitudes, motivations and relationships of staff and the way the Ministry is achieved is as important as the Ministry itself. Staff are expected to act in good faith and with loyalty to a relational ethos and to evangelical Christian standards of behaviour; see Code of Conduct. Failure to do so may result in disciplinary action; see Disciplinary Policy.

According to the values expressed in this Ethos Statement and given the belief set out in the Statement of Faith of the Divine Inspiration and Supreme Authority of the Bible as the written word of God, fully trustworthy for faith and conduct, we wish to express solidarity in what we say and what we do with those who desire to lead a godly life in obedience to the scriptural teaching that sexual relations are intended by God only within monogamous heterosexual marriage and to express support for all who adhere to such scriptural teaching, particularly those who are suffering as a result of their faithfulness.

Release International is committed to diversity amongst its staff and will not discriminate on grounds that are unrelated to our ethos; see Equal Opportunities and Diversity Policy.





Our Statement of Faith

We believe in:

The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.

The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.

The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.

The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgment.

The incarnation of God's eternal Son, the Lord Jesus Christ – born of the virgin Mary; truly divine and truly human, yet without sin.

The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.

The bodily resurrection of Christ, the first fruits of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.

The justification of sinners solely by the grace of God through faith in Christ.

The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.

The Church, the body of Christ both local and universal, the priesthood of all believers – given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.

The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

Our Code of Conduct *summary, full document is at Appendix A*

This Code of Conduct defines Release International's expectations of behaviour and interactions for all staff whilst on Release International premises or whilst engaged in Release International work, wherever the location. Staff are expected to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this code. Inappropriate conduct outside working hours and/or outside the workplace, may be considered to be in breach of this code, especially where it brings the organisation into disrepute.

Standards of Conduct

As a Christian organisation and as a result of shared beliefs and values the following are examples of behaviour that it is expected that all staff will demonstrate:

- Treat one another with grace, respect, courtesy, politeness and forgiveness
- Honesty and co-operation in all interactions, timekeeping and work practice
- Respect for authority and for individual conscience and diversity as people work together
- Good stewardship of Release's finance and resources
- Willingness to give account of a living faith in Jesus Christ within settings and context appropriate to day to day responsibilities
- Regular commitment and participation in the life of a local church.

As a Christian organisation, prayer – both corporate and individual, is central to our work and as such all staff are expected to participate in daily devotions at Priory Buildings, when they are on site. In addition, all staff are expected to participate in Staff Away Days which are held up to three times a year and which include acts of worship, teaching and prayer.

All staff are expected to uphold Release International's policies and procedures, all of which are referenced in the Staff Handbook which provides other important information for staff.

Appendix C of the Safeguarding Policy provides a Safe Practice Code of Conduct with specific reference to safeguarding and promoting the welfare of children and vulnerable adults which should be read alongside this Code of Conduct.

What We Offer

The Director of Finance role is a full-time role for 35 hours a week, with 25 days annual holiday plus public/bank holidays. Flexible working is required and Release International offers a system of Time Off in Lieu (TOIL) rather than overtime payment. The salary range for this post is between £48,000 - £52,000 per annum, depending on experience. We also offer a non-contributory pension at 7% of salary, with an option to make a small additional 'matched' contribution.



Job Description

JOB TITLE: Director of Finance
DEPARTMENT: Finance and Resources
LOCATION: Orpington, Kent
DATE: January 2019

JOB PROFILE

The Director of Finance is an exciting and pivotal role within Release International. An integral part of the role is accurate strategic and operational financial management, as well as conveying financial information in a practical and insightful way to a number of different audiences with varying levels of financial understanding. As a UK registered charity, it is necessary to ensure that the Ministry's precious resources are accounted for with excellence and, at the same time, exercise adventurous faith for the things we 'see' the Father doing (John 5:19); always focused on the effective and efficient delivery of the Ministry.

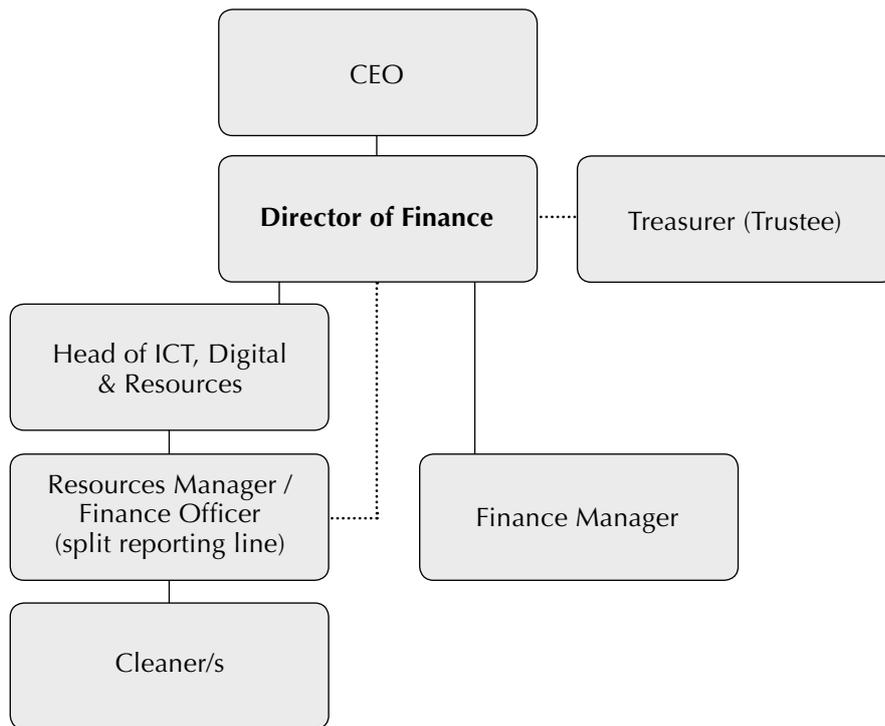
The Director of Finance will have the opportunity to shape the development of the Ministry's financial policies, systems, accounting and reporting processes. As a Director, he / she will be part of the Leadership Team for Release International. 'Management' is a crucial part of this role, alongside dynamic 'Servant Leadership'; contributing to the strategic development of the mission, ensuring that the Leadership Team and Trustees are fully apprised of the Ministry's progress in line with its ambitious and exciting financial strategy.

The Director of Finance is responsible for the production and submission of the annual report and statutory financial statements and will lead in the work with the external auditors. The Director of Finance will report to the CEO and will work with the Treasurer.

SUPPORTING PURPOSES

- Be responsible for strategic financial planning to ensure ongoing financial viability of the Ministry in the UK and overseas, with the operational responsibility for the provision of finance and all resource services to Release International.
 - To develop and implement the Ministry's financial policies, systems, accounting and reporting processes in line with best practice and the requirements of the regulators (including Charity Commission, Office of the Scottish Charity Regulator, Companies House, HMRC).
 - To update and document appropriate financial procedures, and implement financial controls, to ensure that the Ministry's resources are protected and are always focused on the effective and efficient delivery of its mission.
 - To lead and develop the Finance and Resources team, through line-management of two members of staff, and through teamwork, to provide proactive and practical financial / governance / resources support to staff across the Ministry.
 - To oversee the work of the Head of ICT, Digital and Resources and to report on this aspect to the Leadership Team and Trustees.
 - As part of the Leadership Team, develop budgets and forecasts, and provide timely, accurate and insightful management information to enable staff and Trustees to monitor performance and progress in line with the Ministry's financial strategy.
 - Work closely with the Treasurer to develop financial reporting approaches which facilitate understanding and good governance to a variety of different audiences.
 - To produce statutory financial statements in line with regulatory requirements, the Charities Statement of Recommended Practice (SORP) and best practice, and to lead the external audit process.
 - To act as Company Secretary; overseeing and co-ordinating all financial, governance and compliance activities and ensuring that all statutory reporting requirements are met.
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ORGANISATIONAL CHART



MAIN RESPONSIBILITIES

- Maintain ‘vision’ for the future, proactively looking to a 3+ year horizon to see how all functions of this department can best serve Release International – including its Board, and plan phased changes accordingly to make sure all functions of this department remain fit for purpose.
- Oversee and implement the integration of all strategic and operational financial data across a variety of platforms such as ThankQ, Sage 50 and SQL.
- Provide timely, accurate and insightful financial management information, key performance indicators, and cash-flow information to enable staff, the Leadership Team and Trustees to monitor trends and progress in line with the Ministry’s financial strategy, and wider Christian mission.
- Ensure that systems are in place to monitor the implementation of the financial procedures and controls. This may involve occasional international travel to monitor expenditure and the work of partners overseas.
- Oversee the operation of the outsourced payroll function to ensure that payroll and expenses are correct, compliant, timely and appropriately reconciled and reported.
- Develop and implement appropriate financial policies, taking into account the particular features, risks and challenges of Release International as a faith-based, international Ministry, as well as the requirements of the UK charity accounting framework.
- Document and manage all financial and other relevant risks.
- Ensure the Ministry’s accounting system (currently Sage 50) is kept up to date and is being utilised in the most efficient way to serve the Ministry’s accounting and reporting needs.
- Liaise with external suppliers of financial services (e.g. the auditors, banks, payroll, insurance and investment companies).
- Inspire and develop the vision for your team to ensure it remains fit for purpose into the future and serves as a platform for the successful implementation of the whole Ministry, through day to day line-management and regular appraisal of two members of staff.
- Ensure that the team accomplishes day to day accounting, reporting and that reconciliation processes are carried out efficiently and in line with the Ministry’s financial procedures and policies.
- Support the Leadership Team with the development of budgets, and forecasts in line with the Ministry’s financial strategy. This may include development of ‘scenario planning’ in the light of the Ministry’s risk management strategy, and wider strategic mission.
- As a part of the Leadership Team play a part seeking God for His ongoing strategy and purpose for the Ministry, remaining rooted in Wurmbrand DNA.

Continued overleaf...

- Liaise regularly with the Treasurer and develop a good relationship ensuring that the Board's requirements for financial information are addressed in a positive and proactive way.
 - Advise on charity accounting, reporting and other sector developments which impact Release International, including relevant tax and VAT issues, through attendance at Leadership Team and Trustees / Committee meetings.
 - Produce statutory financial statements in line with regulatory and sector requirements, Charities Statement of Recommended Practice (SORP) and best practice; take responsibility for leading the external audit process and liaising with the external auditors.
 - Take up the role of Company Secretary, leading on all relevant governance and compliance elements, including reporting requirements for Companies House, the Charity Commission and OSCR.
 - Attend, and provide feedback from, relevant charity sector events and conferences where this is helpful in supporting your role as the Ministry's Director of Finance.
 - Undertake personal continuing professional development.
 - Assist with other duties as may be reasonably required.
 - Prayer.
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OTHER INFORMATION

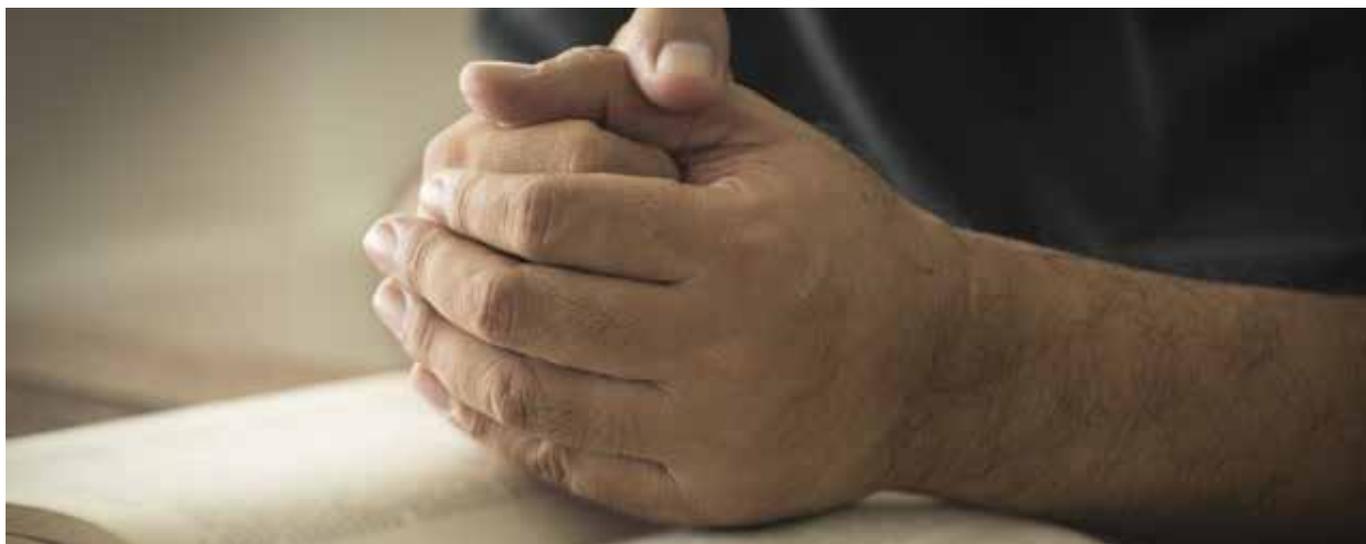
The postholder will need to fully support Release International's Mission and Vision, as set out in Release International's Ethos Statement, which are:

Mission – To help Christians in the UK and Ireland actively engage with their persecuted brothers and sisters around the world by praying with them, standing with them and learning lessons of true Christian discipleship with them.

Vision – To see a world in which the whole Body of Christ understands persecution and responds prayerfully, pastorally and practically every time a Christian is persecuted.

The role is office-based, however, an element of flexible working is required, for example to accommodate attendance at some evening meetings of the Board of Trustees and its Committees, and also to attend charity sector events or conferences where these are relevant to the role. There may be opportunities for international travel as Release International is required to examine the accounts and systems of some of its overseas partners. Release International operates a system of Time Off in Lieu (TOIL) rather than overtime payment.

There is an occupational requirement under Schedule 9 of the Equality Act 2010 for this post to be held by an active, practising Christian who assents to our Statement of Faith. The postholder agrees to uphold Release International's Code of Conduct.



Person Specification

	Essential	Desirable
Work Experience:	<p>Proven track record and experience of strategic and operational financial management, including carrying out and co-ordinating day to day accounting activities, management of month end and year end activities, experience of establishing and developing financial policies and procedures, as well as overseeing a bookkeeping function.</p> <p>Proven accounting and reporting expertise to include production of budgets, forecasts, management accounts and statutory financial statements.</p> <p>Proven senior level or leadership and line-management experience, to include appraisals and team development.</p>	<p>Charity accounting experience within the Christian charitable sector.</p> <p>An understanding of, and ability to embrace, the link between a charity's finance function, and its wider global, digital and engagement strategy.</p> <p>Experience in Christian leadership, and successful functioning as part of a Christian leadership team, whether voluntary or otherwise.</p>
Education/Qualifications:	<p>Qualified in English and Maths to a minimum of GCSE level or equivalent.</p> <p>Accountancy / finance qualification with one of the following: - ICAEW, ACCA, CIMA, CIPFA. or - a recognised international accountancy body as long as equivalent to UK CCAB.</p>	<p>Full UK Driving Licence.</p>
Technical Knowledge:	<p>Knowledge of the UK accounting framework and principles, including FRS 102.</p> <p>Working knowledge of the Charities Statement of Recommended Practice (SORP) and ability to interpret and apply relevant principles to Release International.</p> <p>Awareness of the taxation framework and other regulations relevant to charities.</p> <p>Proficient user of IT – to include high level working knowledge of Excel, spreadsheet development and interrogation, and Word.</p> <p>Practical experience of Sage 50 and/or other similar accounting software packages, and application of software updates.</p>	<p>Knowledge of charity sector risks and challenges, particularly in relation to faith-based organisations and charities with overseas operations.</p> <p>Understanding of charity tax and VAT issues and developments</p> <p>Understanding of the risks and challenges relating to international funds transfers.</p> <p>Ability to interrogate accounting systems and develop the interfaces with other systems such as online banking and payment systems, fundraising systems.</p>

<p>Behavioural Criteria:</p>	<p>Excellent time management and proven ability to prioritise effectively in line with agreed timescales and budgets.</p> <p>Excellent personal communication and presentation skills, verbal and written, to different audiences with varying levels of financial understanding.</p> <p>Ability to analyse and report on financial and non-financial data.</p> <p>Ability to work in a team, to understand your role and the role of the team in the wider context of the Ministry, and to be an effective team leader.</p> <p>Ability, as part of the Leadership Team, to contribute to the strategic development of the mission of Release International, in an innovative, inspirational and practical way, and as a Servant-Leader be prepared to spot and take responsibility for what is lacking and offer practical solutions to maintain positive progress.</p> <p>Ability to build, develop and maintain strong and effective working relationships both internally and externally.</p> <p>To have a compassionate heart for your persecuted family and a passion to serve them.</p> <p>Willingness to take a Spirit-led leadership role relating to the evangelical, spiritual life of the Ministry, including leading prayers and devotions regularly.</p> <p>Willingness to undertake international travel.</p> <p>Commitment to undertaking personal continuing professional development.</p>	
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How to Apply

Please apply using the attached application form. Completed applications forms are to be returned to:

Lynnette Feist
Director of Personnel
Release International
PO Box 54
Orpington
BR5 4RT

Or by email to recruitment@releaseinternational.org

The closing date for this position is mid-day on **Monday 25th February 2019**.

After short-listing, a first interview will be held during the week beginning **18th March 2019**. Candidates who are successful at getting through the first stage will be invited to a second interview to be held during the week beginning **1st April 2019**. Both interviews will be held in Orpington.

The post will commence as soon as possible for the successful applicant subject to all necessary and satisfactory references and checks having been met, but this will be confirmed with the successful applicant. All applicants will be advised as to whether they have been short-listed for interview and all applications will be retained for six months from the closing date of the application. All personal data/special categories of personal data are processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018 (GDPR). Please see Release International's Privacy Statement at <https://releaseinternational.org/faith-and-policy-statements/>. We rely on the lawful basis of consent, contract and legal obligation to process the information you provide as part of your application.

Pre-employment checks for this senior finance post will include references, evidence of the right to work in the UK, medical check, check of professional qualification and membership(s), automatic disqualification declaration for senior manager post, DBS basic check and compliance with of HMRC's 'fit and proper person' requirements.

Further information

If you require any further information about Release, please contact the Director of Personnel, Lynnette Feist, at lfeist@releaseinternational.org or 01689 823491.

Thank you for your interest in this exciting role; we look forward to receiving your application.

Release International

Code of Conduct

Introduction

Release International's Ethos Statement includes the values that are demonstrated in the lives of those in relationship with Christ and notes that the values, attitudes, motivation and relationships of staff and the way the Ministry is achieved is as important as the Ministry itself. Staff employed by Release International work to fulfil the charity's objects and the five key purposes and there is an occupational requirement for all staff to be committed Christians. All staff are expected to act in good faith and with loyalty to a relational ethos and to evangelical Christian standards of behaviour.

This Code of Conduct defines Release International's expectations of behaviour and interactions for all staff whilst on Release International premises or whilst engaged in Release International work, wherever the location. Staff are expected to make every reasonable effort and intention to meet the standards of personal conduct and working practice set out in this code. Inappropriate conduct outside working hours and/or outside the workplace, may be considered to be in breach of this code, especially where it brings the organisation into disrepute.

This policy applies to all staff (full-time, part-time and those employed as consultants) and the term staff is used throughout the policy to apply to all of the above. All applicants will also be asked to confirm that they will abide by the Code of Conduct, see Recruitment Policy.

Standards of Conduct

As a Christian organisation and as a result of shared beliefs and values the following are examples of behaviour that it is expected that all staff will demonstrate:

- Treat one another with grace, respect, courtesy, politeness and forgiveness
- Honesty and co-operation in all interactions, timekeeping and work practice
- Respect for authority and for individual conscience and diversity as people work together
- Good stewardship of Release International's finance and resources
- Willingness to give account of a living faith in Jesus Christ within settings and context appropriate to day to day responsibilities
- Regular commitment and participation in the life of a local church.

As a Christian organisation, prayer - both corporate and individual, is central to our work and as such all staff are expected to participate in daily devotions at Priory Buildings, when they are on site. In addition, all staff are expected to participate in Staff Away Days which are held up to three times a year and which include acts of worship, teaching and prayer.

All staff are expected to uphold Release International's policies and procedures, all of which are referenced in the Staff Handbook which provides other important information for staff.

Appendix C of the Safeguarding Policy provides a Safe Practice Code of Conduct with specific reference to safeguarding and promoting the welfare of children and vulnerable adults which should be read alongside this Code of Conduct.

Breaches of the Code of Conduct

As a Christian organisation, as expressed in the Ethos Statement and Statement of Faith, Release International is committed to act in all circumstances with compassion, grace and pastoral concern and breaches of the Code of Conduct will be dealt with in this way in accordance with the Disciplinary Policy.

Unsatisfactory conduct

Examples of unsatisfactory conduct include, but are not limited to:

- Poor timekeeping or attendance; unauthorised absence
- Persistent disruptive behaviour
- Repeated failure to attend daily devotions when at Priory Buildings
- Repeated failure to attend Staff Away Days
- Rudeness to staff, visitors, supporters or anyone connected with Release International's work
- Insubordination to management
- Failure to comply within an acceptable time with a reasonable management instruction

- Commit or attempt to commit any act which may endanger persons or property or which breaches any safety rule, Release International policy or legislation
- Remove or attempt to remove any article or articles which are Release International's property, or any individual's property kept on Release International's premises without prior permission of the owner or inventory holder
- Any other conduct which is likely to endanger the order, harmony, welfare, character or reputation of Release International.

Gross misconduct

Examples of gross misconduct include, but are not limited to:

- Any action constituting a serious criminal offence
- Giving false or misleading information during the recruitment process, whether or not material to the decision to offer employment
- Theft or fraud from Release International, its staff, visitors, supporters or anyone connected with Release International's work
- Falsification of records or expenses
- Deliberate and serious damage to the property of Release International, its staff, visitors, supporters or anyone connected with Release International's work
- Causing loss, damage or injury by serious negligence
- Misuse, or use for personal gain, of equipment belonging to Release International
- Reporting to, or being at, work unfit due to the influence of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance
- Deliberate misuse of alcohol, solvents, prescriptions or non-prescription drugs or any other illegal substance
- Deliberate viewing or circulating of pornographic, offensive or obscene material
- Racist or sexist language, blasphemy or sexual innuendo, use of commonly accepted swear words, especially where there is repeated use
- Gross insubordination
- Physical violence, threats, harassment or bullying in relation to any member of staff, visitor, supporter or anyone connected with Release International's work
- Abuse of others, including children
- A serious breach of safety procedures or regulations
- Breach of confidentiality, confidence, trust or Data Protection
- Unauthorised distribution, either privately or publicly, of images of dead or disfigured bodies
- Be in possession of firearms or any offensive weapon whilst at work, wherever the location
- Any action likely to seriously endanger the order, harmony, welfare, character or reputation of Release International.

Inappropriate conduct outside of working hours and/or outside the workplace

Inappropriate conduct outside working hours, or outside the workplace, may be considered to be in breach of this code, especially where it brings the organisation into disrepute.

Examples of inappropriate conduct outside working hours and/or the workplace include, but are not limited to:

- Any criminal offence
- Any action which affects the performance of a member of staff in their particular role or which renders a member of staff unsuitable for the type of work they do (e.g. loss of driving licence where driving is essential to the job)
- Any action which leads to a breach of mutual trust between Release International and a member of staff (e.g. fraud or deception)
- Any action which damages the reputation of Release International
- Publicly expressing views which are contrary to Release International's Statement of Faith or which undermine Release International's Ethos Statement.