

ROCKETOWN



CORE VALUES AND GUIDING PRINCIPLES

At Rockettown, our mission is offering hope to the next generation through Christ's love. Our vision is to be the place of peace, purpose and possibilities for youth.

Rockettown is a Christian-based organization committed to the highest standards of excellence and Christian values. Everyone at Rockettown – staff, vendors, clients, board, and volunteers – is responsible for maintaining these standards in all aspects of what we do at Rockettown. We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

In this spirit, we commit ourselves to the highest standards of ethical conduct. Our Theological Statement serves as a foundation for the ethical standards we expect from everyone in the Rockettown community. The Theological Statement outlines eight core principles that we embrace, share and live out in our service and our daily operations. They are as follows:

1. Love

We commit to reflecting God's unconditional, pursuing love in relationships of sacrifice, commitment, and authenticity that embrace all people. We commit to creating a community that participates in daily practices of love, not accepting all behavior but being a safe haven where all individuals are accepted.

(John 13:34–35; Deuteronomy 7:6–16; Romans 5:1–11; 1 Corinthians 13:1–13; Galatians 5:6; Galatians 5:13–24; Ephesians 2:13–18; 5:1–20)

2. Compassion and Justice

We commit serving as agents of change in God's ministry of love and reconciliation by ministering to those looking for love, acceptance and hope in the midst of despair. We commit to modeling God's self-emptying love by entering into relationships with others in the fullness of their human struggle. We commit to seeking justice by working with youth, families and the community to develop programs and services that address the root causes of suffering and provide creative, liberating, and life-giving solutions to those we serve.

(Psalm 103; Micah 6:8; 1 Kings 8:22–23; 41–43; Proverbs 29:7; 1 Peter 2:21–25; Acts 3:1–10; 9:32–42; 28:7–10; Matthew 22:36–40)

3. Discipleship

We commit to living out our faith with youth through relationships of trust and by proclaiming the divine love of God that offers to all people forgiveness of sins and restored relationship. We commit to helping each other live a Christ-like life through mutual support, Christian fellowship, and loving accountability that demands honesty and integrity.

(Ezekiel 36:22–32; Psalm 127; Ephesians 5:1–20; Luke 19:1–10; John 9; Colossians 3:1–17)

4. Dignity

We commit to upholding the value and dignity of all people as created in God's image, loving and valuing all of creation as it is loved by God.

(Genesis 1:27; Psalm 72:1–14; Matthew 2:1–12; John 15:12–17; 1 Corinthians 11:7; Ephesians 4:24; Colossians 3:10)

5. Grace & Forgiveness

We commit to extending to one another the grace that has reconciled us to God. We commit to loving each other as God loves us, and forgiving each other as God forgives us. We commit to creating space for second chances while maintaining a community of accountability.

(Ephesians 4:5–7; Philippians 2:5–11; Colossians 1:12–22; Acts 10:34–43; 1 Timothy 6:14–16; 1 John 2:1–7)

6. Empowerment

We commit to empowering – not enabling – youth, staff, and volunteers by the power of the Holy Spirit to discover their God-given purpose and to respond to the call of Christ on their lives. We commit to helping youth identify and nurture their God-given gifts so they can develop to their fullest potential, physically, mentally, socially and spiritually. We commit to maximizing our potential by building partnerships that create effective and sustainable practices.

(Romans 12:6–8; Phil 4:13; 2 Corinthians 12:9; Eph 3:16; 2 Timothy 1:7; Luke 10:19–20)

7. Community of Faith

As a faith-based organization uniting with a diverse group of people and recognizing that we are all members of the body of Christ, we commit to join with all believers in proclaiming the Lordship of Jesus Christ. We commit to serving God's kingdom by modeling Christ-like love,

grace and mercy as we break down walls that divide God's people. We commit to seeking the direction of Christ in our actions, relationships, and decisions.

(Exodus 19:3; Jeremiah 31:33; Matthew 8:11; 10:7; 16:13–19, 24; 18:15–20; 28:19–20; John 17:14–26)

8. Hope

We commit to being a community of living hope. We commit to offering faith, hope, and love in light of the promise of the new creation of all things by God as evidenced by the resurrection of Jesus Christ. We commit to a hope that stands against all the relentless claims that a meaningful future is not possible. We commit to encouraging youth to deal with the challenges of life by finding hope in Jesus Christ.

(Jeremiah 32; Romans 8:24–25; Romans 5:1–5; Romans 15:13; 1 Thessalonians 1:3)

In addition to these guiding principles, we also commit to the following to ensure the highest ethical standards possible:

A. We are good stewards of Rocketown's resources.

We commit to using Rocketown resources for business purposes on behalf of Rocketown. We are called to act with care and prudence, and we will exercise reasonable judgment in using Rocketown's resources. In the spirit of honesty, we will not use Rocketown resources for personal gain. We will always be above board and beyond reproach in our preparation of financial records, which will be clear and accurate to the best of our ability. We will not hide, conceal or

purposely mislead anyone in reporting on the use of Rocketown's resources, and we will promptly and appropriately report such misconduct when it is discovered.

B. We avoid conflicts of interest and commitment.

We will not have direct or indirect interests or commitments – financial or otherwise – that conflict with the proper discharge of our duties at Rocketown. As staff, board, and volunteers, we commit ourselves to Rocketown and the advancement of its mission and we will not engage in behaviors that will not allow us to do that with clarity and forthrightness. We will disclose potential conflicts of interests to the appropriate supervisor or officer as soon as possible after we realize that a conflict may have arisen.

C. We comply with legal and professional obligations.

We do and will comply with applicable state and federal laws and conform to the highest standards of professional conduct. We will conduct Rocketown business in compliance with all applicable laws, regulations, and Rocketown policies and procedures. We will not misrepresent our status or authority in our dealings with others. We will conduct ourselves in a principled and professional manner.

We are governed by an ethos of care and respect, virtues that transcended the provisions of these core values and guiding principles. We are called to something greater and more noble than mere compliance with the law. We are called “to live a life worthy of the calling [we] have received...bearing with one another in love.” (Ephesians 4:1-2) We are called to “follow the example of Christ.” (1 Corinthians 11:1)

In order to maintain a community of integrity and accountability, we report observed or suspected violations of these guiding principles with a spirit of fairness, honesty, and respect for the rights of others. Anyone who is found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship.

Violations may be made anonymously and should follow the following guidelines:

- i. Staff Members: Staff members should report violations or concerns to their immediate supervisor. If it is not appropriate to report the violation to one's

immediate supervisor, the staff members should report the violation to the supervisor's superior or the Director of Administration.

- ii. Members of the Board: Members of the Board should report the violations to the Board Governance Committee or to the Board Chair.
- iii. Volunteers: Rocketown volunteers should report violations or concerns to the Rocketown employee who coordinates their volunteer activity at Rocketown. If that is not appropriate, the volunteer should report the violation to that employee's supervisor, the Director of Administration, or the Executive Director.

ROCKETOWN



CODE OF CONDUCT

I. PURPOSE

The purpose of the Code of Conduct (the “Code”) is to set forth the ethical expectations of members of the Rockettown community and to assure safe, efficient and harmonious operations. The Code also is set forth to inform all employees and volunteers of their responsibilities in this regard. Other Rockettown policies provide specific rules and regulations that govern the conduct of Rockettown community members and the Code does not modify the application or enforcement of those policies in any way. This document also provides guidelines for reporting suspected or observed violations of Rockettown Code of Conduct.

II. SCOPE

This policy applies to all members of Rockettown community – staff, vendors, clients, board and volunteers acting on behalf of Rockettown. Rockettown's standards of conduct are established for the guidance of all employees and volunteers. Violations will lead to corrective action up to and including discharge with employees and exclusion from service as a volunteer.

III. EXPECTATIONS

1. We will act with integrity in all of our business dealings, abstaining from acts of dishonesty, fraud, theft or sabotage.
2. We will be honest and truthful in the completion of employment applications, time sheets, personnel records, and other Rockettown documents.
3. We will comply with legal and professional standards, abstaining from using illegal drugs, illegal gambling, carrying weapons or explosives on Rockettown’s property, and violating criminal laws.
4. We will respect each other and the facility. We will not engage in fighting, horseplay, practical jokes or disorderly conduct which may endanger the well-being of others or Rockettown operations.

5. We will use loving and respectful language. Threatening, intimidating, coercive, abusive or vulgar language is not allowed nor is the interference with the performance of others.
6. We will respect our own and each others' persons by refraining from sexual misconduct, which includes sexual harassment, sexual assault, sexual abuse, sexual engagement with minors, or any other sex-related criminal activity.
7. We will respect leadership and governing authorities and not engage in insubordination, refuse to comply with instructions, or fail to perform reasonable duties that are assigned.
8. We want our business relationships to be above reproach so we will avoid conflicts of interest and commitment and immediately report any such instance that occurs.
9. We will be good stewards of Rocketown's resources and refrain from the unauthorized use of Rocketown material, time, equipment or property.
10. We will be smart and careful in our work, refraining from damaging or destroying Rocketown property through careless or willful acts.
11. We will exhibit professional conduct in all aspects, including language, dress, and other behaviors, both on the premises and after hours.
12. We recognize that we serve as role models for the kids and the community. As such, all aspects of our public lives, including social media, needs to represent what we as the Rocketown community emulate. We will be positive and professional in our public lives and will refrain from promoting or representing explicit content, including but not limited to, sex, drugs, and alcohol. We will not incite or instigate negative or damaging banter.
13. The use of tobacco or alcoholic beverages with or in the presence of minors is always considered to be inappropriate, regardless of the location. We will not engage in this behavior.
14. Dating between an employee/volunteer and a client is, under most circumstances, inappropriate and is strongly discouraged by Rocketown. Prior to any such conduct, the employee/volunteer must notify his or her supervisor. The supervisor will consult with appropriate Rocketown officials to determine if the proposed conduct is acceptable to Rocketown.
15. We serve a diverse community, with varying beliefs and value systems. We will positively represent Christianity and Jesus Christ and not say or represent negatively any religion or faith system.

16. The reputation and mission of Rocketown are key to being able to serve kids effectively. We will not engage in conduct that reflects adversely on employees or Rocketown.

This list is intended to be representative of the types of activities and behaviors which may result in corrective action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between staff employees nor the relationship with volunteers and Rocketown.

V. COMMITMENT TO REPORT OBSERVED OR SUSPECTED VIOLATIONS

In order to maintain the integrity of the community, we report observed or suspected violations of this code of ethics with a spirit of fairness, honesty, and respect for the rights of others. Those who report alleged misconduct and those against whom allegations are reported are afforded all rights provided by Rocketown policies, as well as all applicable state and federal laws. Those who are found to have violated this code will be subject to appropriate disciplinary action, up to and including expulsion, termination of employment, or termination of relationship.

VI. PROCESS FOR REPORTING A VIOLATION OF THE CODE OF CONDUCT

We report observed or suspected violations of the Code in a spirit of fairness, honesty, and respect for the rights of others. Rocketown encourages the use of informal processes when appropriate to resolve questions or concerns about violations of the Code.

Violations of the Code should be reported in accordance with the process provided under the applicable Rocketown policy. Reports of violations may be made anonymously.

For violations or concerns that do not fall under an existing Rocketown policy or that do not have an established reporting process, the following guidelines should be followed:

- i. **Staff Members:** Staff members should report violations or concerns to their immediate supervisor. If it is not appropriate to report the violation to one's immediate supervisor, the staff members should report the violation to the supervisor's superior or the Director of Administration.
- ii. **Members of the Board:** Members of the Board should report the violations to the Board Governance Committee or to the Board Chair.

iii. Volunteers: Rocketown volunteers should report violations or concerns to the Rocketown employee who coordinates their volunteer activity at Rocketown. If that is not appropriate, the volunteer should report the violation to that employee's supervisor, the Director of Administration, or the Executive Director.

**CODE OF CONDUCT
SIGNATURE PAGE**

As an employee/volunteer of Rocketown of Middle Tennessee, I understand that I must adhere to the Code of Conduct adopted by the Board of Directors. By my signataure, I hereby acknowledge that I have read and understand the Code of Conduct and agree to abide by the prescribed conduct set forth in this document.

Employee's/Volunteer's Printed Name

Date

Employee's/Volunteer's Signature

Witness' Printed Name

Date

Witness' Signature