

# Loma Linda Broadcasting Network

## Code of Conduct



*"Let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:16*

By joining the LLBN family as an employee, volunteer, or intern, we represent both God and LLBN in our service here. Being part of God's ministry at LLBN is a privilege, and along with that privilege comes a responsibility to God, the donors who support this ministry, the others who work alongside us, and the guests and viewers we come into contact with. As such, together we strive for a high standard of personal conduct as outlined below:

### 1. **Excellence**

- a) I agree to do my best in any duty assigned, paying careful attention to instructions and performing all duties with accuracy, thoroughness and effectiveness.
- b) I agree to maintain a professional image, in attire and behavior.
- c) I will do my best to be punctual for my appointments, and to notify my team leader/director as soon as possible if I am not going to make it or if I am going to be late.
- d) I agree to do my part in maintaining a positive, uplifting Christian environment.

### 2. **Respect**

- a) I agree to treat every individual as a Child of God, with dignity and respect and without any form of intimidation, exploitation and harassment, including sexual harassment. (Harassment refers to behavior and contact that is not welcome, that is personally offensive, lowers morale and, therefore, interferes with work effectiveness.) If I experience or witness any form of intimidation, exploitation or harassment, I agree to report it immediately to LLBN Administration or the HR manager.
- b) I agree to not use profane or suggestive language, and understand that screaming, yelling and cursing will not be tolerated.

### 3. **Harmony and teamwork**

- a) I agree to be a team player, supporting and empowering others in their duties, and to not be afraid to offer my input while respecting final decisions made by LLBN Administration.
- b) I agree to resolve differences and conflicts with others, enlisting the assistance of my team leader or HR manager if initially unable to resolve on a personal level.
- c) I agree to accept feedback with grace, and to use appropriate channels of feedback without gossiping or spreading dissent among colleagues and/or volunteers.

### 4. **Use of equipment and property**

- a) I agree to use with care all equipment and property I am entrusted with.
- b) I understand that renting or "borrowing" equipment for personal use is not permitted.
- c) I understand that use of LLBN computers, including all Internet access and web browsing, is restricted to work-purposes only. Any exceptions require permission from an LLBN VP.

**ENGLISH | ARABIC | CHINESE | LATINO | SOUTH ASIA**  
**LIGHTING LIVES, BLESSING NATIONS**

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