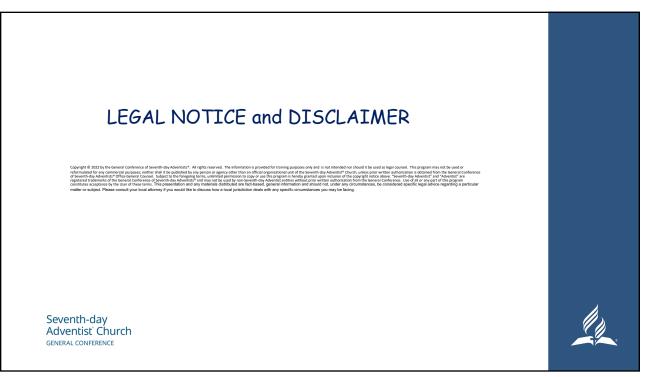
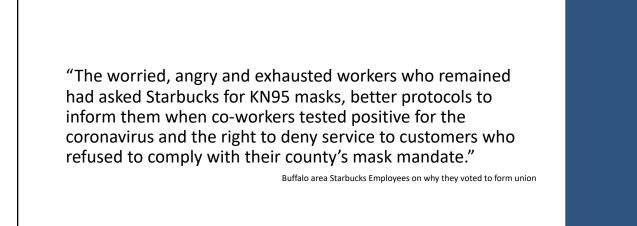


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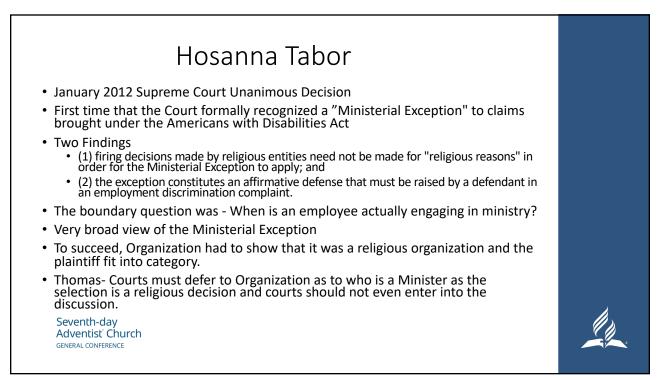
Seventh-day Adventist[°] Church GENERAL CONFERENCE

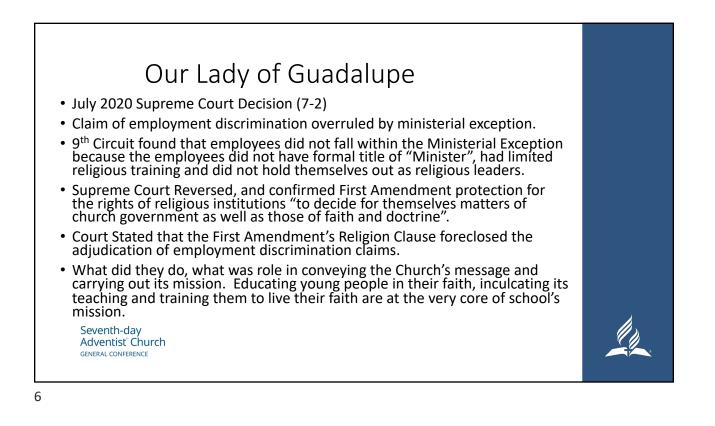


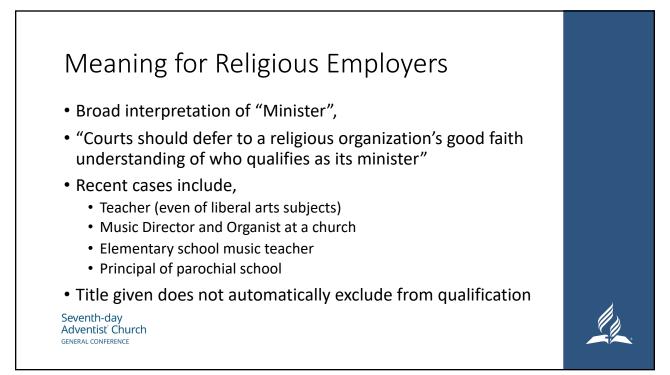


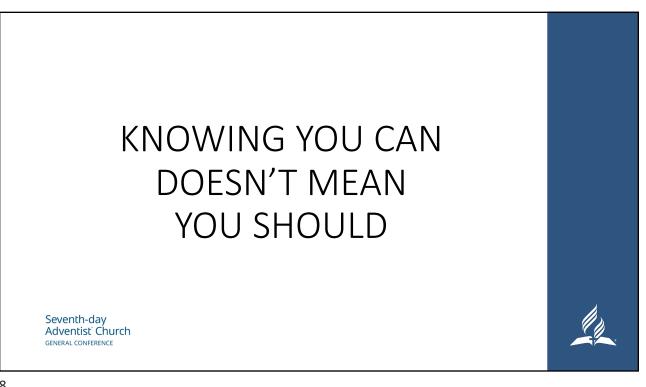
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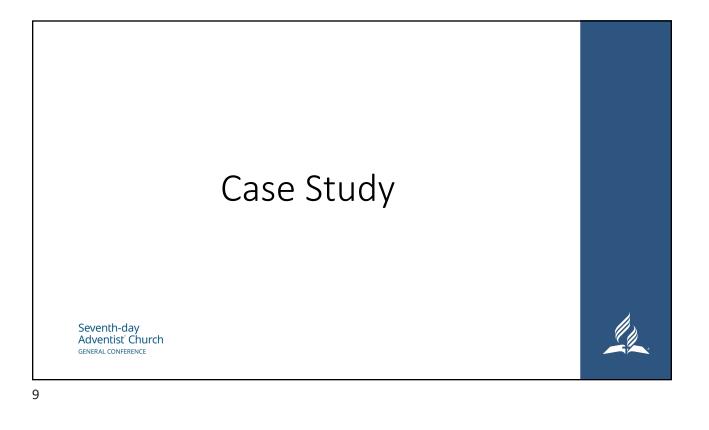
















Conflict of Interest-Definition

North American Division Working Policy

E 85 05--Conflict of Interest and/or Commitment Defined— Conflict of interest shall mean any circumstance under which an employee or volunteer by virtue of financial or other personal interest, present or potential, directly or indirectly, may be influenced or appear to be influenced by any motive or desire for personal advantage, tangible or intangible, other than the success and well being of the denomination.

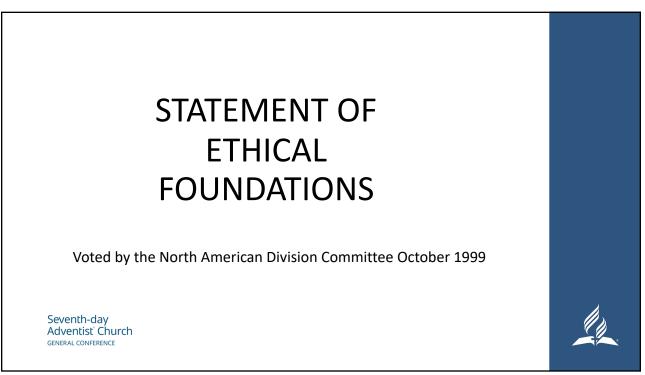
Seventh-day Adventist[°] Church GENERAL CONFERENCE

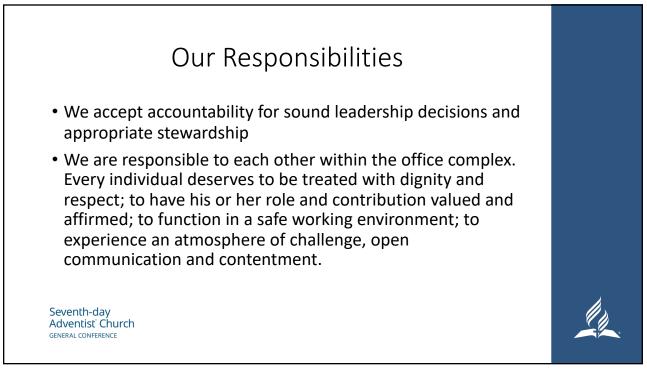
A conflict of commitment shall mean any situation which interferes with an employee's ability to carry out his/her duties effectively. Elected, appointed, or salaried employees on full time assignment are compensated for full time employment; therefore, outside or dual employment or other activity, whether compensated or not, that in any way interferes with the performance of an employee's duties and responsibilities is a conflict of commitment.

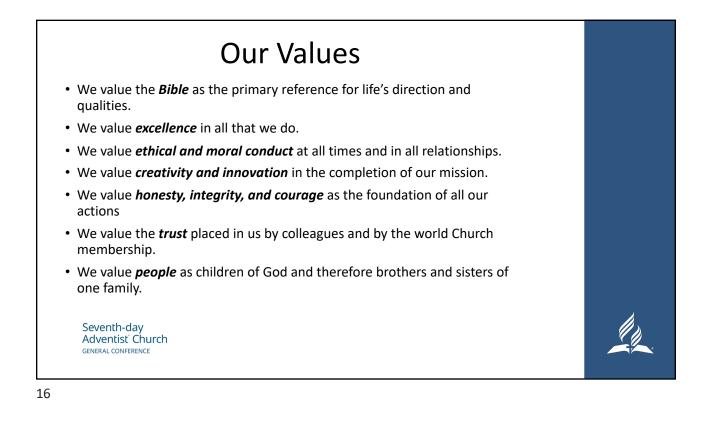
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Definition Continued A conflict of commitment also exists in situations where an employee functions contrary to the values and ethical conduct outlined in the organization's statement of ethical foundations and conduct (see model **Statement of Ethical Foundations** recommended by the 1999 Annual Council as guidelines for divisions) or when an employee functions contrary to established codes of ethical conduct for employees in particular professions (e.g. legal, investments).







Ethical Responsibilities as Employer and Corporate Citizen

- In pursuit of its mission, and while maintaining its responsibilities and adhering to its values, the North American Division operates under the following ethical guidelines:
- *Equal opportunity employment*. Within the purview of laws permitting church membership as a condition of employment, and subject to denominational policies on positions requiring ministerial ordination, the North American Division will follow procedures to ensure equal opportunity of employment, remuneration, and advancement on the basis of job qualifications and performance.
- *Equity, fairness and non-discrimination*. The North American Division will treat all individuals and groups with loving justice. It will not practice or condone discrimination with regard to race, national origin, gender, age, marital status, veteran status, or disability that does not prohibit performance of essential job functions.
- Compliance with laws of the land. The North American Division will carry on its activities in compliance with the laws of the land provided these are not in contradiction to God's expressed will. Seventh-day

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- Loyalty and fulfillment of contractual obligations. The North American Division will fulfill the commitments it has entered into through authorized channels. Where misunderstandings arise regarding such commitments, the North American Division shall participate, with the parties concerned, in conflict resolution procedures within the organizations before seeking the help of the wider community.
- Atmosphere of safety and happiness. The North American Division is committed to providing
 a work environment that offers physical safety and security. It also strives to encourage and
 promote genuine happiness through the realization that every employee is valuable and every
 task, no matter how routine or unnoticed, is a service to God. The North American Division will
 continue to integrate worship, work, and celebration in a manner that acknowledges
 wholeness in life and relationships.
- **Respect for human dignity and individuality**. The North American Division affirms and respects the uniqueness of every employee. It recognizes that a person's value surpasses the worth of his or her contribution to the organization. It believes that communal harmony and corporate objectives are enhanced rather than compromised by the broad mosaic of personalities, talents, skills, and viewpoints dedicated to the honor of Jesus Christ. The North American Division shall strive for communication that is timely, truthful, open, candid, and kindeventh-day

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Ethical Responsibilities as Employees

We Recognize that employment in the Seventh-day Adventist Church implies commitment to the organization's mission and concurrence with its responsibilities and values. We affirm that employer-employee relationship grows within a reciprocity of mutual regard. Our reasonable service as employees includes the following ethical responsibilities:

- Life consistent with church message and mission. While in the employ of the General Conference we will live in a manner consistent with the beliefs and values of the Church. We will uphold, in word and conduct, the teachings and principles held and advanced by the Seventh-day Adventist Church.
- **Respect for Church-owned assets.** We will respect the property of our organization, including any intellectual property that is developed in the course of our employment. We will use the property, facilities, and resources solely for the benefit of our organization, unless otherwise permitted or when financial compensation for such use has been arranged. Seventh-day

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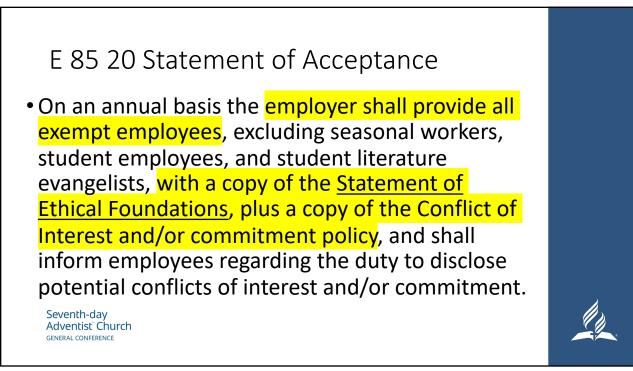
- Respect for colleagues. We will respect and uplift our fellow employees. We will refrain from intentionally placing another in a position of embarrassment, disrespect, or harassment. We will avoid all behavior that may be construed as sexually inappropriate. We will honor the privacy and guard the safety of others.
- *Efficiency and attention on the job.* The hours of our employment shall be devoted to the work assignments entrusted to us. We will not use the employer's time for personal business or the advancement of personal interests unrelated to the work assigned by our supervisors. We will not deprive our employer by entering into other employment or activities which impair our performance for the General Conference while on the job. We will aspire to greater efficiency and the reduction of waste in time, effort and resources.
- *Personal integrity in financial matters.* We will not engage in theft or embezzlement of any kind including the misuse of expense accounts, falsification of time reports, or the misapplication of resources for which we are responsible.

Seventh-day Adventist[®] Church



- **Avoiding inappropriate influence.** We acknowledge that the giving or receiving of business gifts can easily inject ulterior consideration in our work and employment relationships. Therefore the use of gifts, payments, or honoraria as incentives or rewards for a particular course of action is unacceptable. We will not offer gifts, favors, payments, or other forms of reward directly or indirectly in exchange for a specific gain or action.
- *Maintaining an ethical environment in the workplace.* We accept the obligation of maintaining ethical standards in our personal life and in the workplace. We believe it is our personal responsibility to report, through established confidential channels, any behavior that is inappropriate or which undermines the ethical environment in the office complex. We are prepared to be held accountable by our supervisors and peers for professional conduct representing the moral and ethical values of the Seventh-day Adventist Church.

Seventh-day Adventist[°] Church GENERAL CONFERENCE

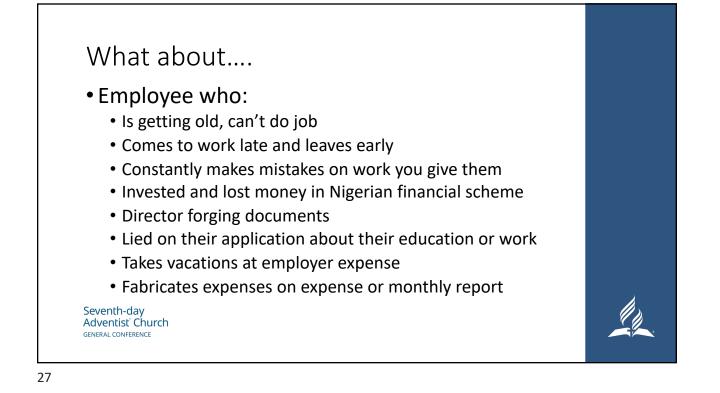


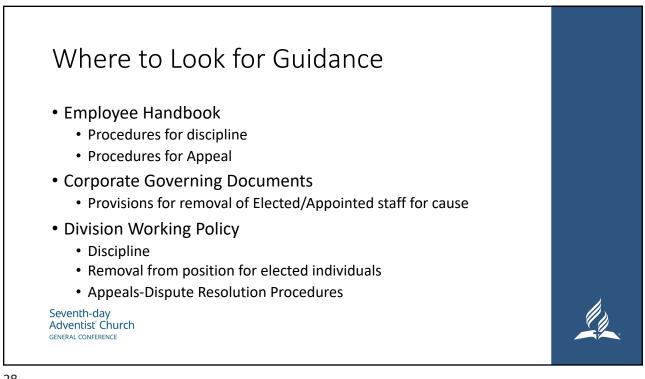


	 Equity, fairness and non-discrimination. The North American Division will treat all individuals and groups with loving justice. It will not practice or condone discrimination with regard to race, national origin, gender, age, martial status, veteran status, or disability that does not prohibit performance of essential job functions. Compliance with laws of the land. The North American Division will carry on its activities in compliance with the laws of the land provided these are not in contradiction to God's expressed will. Loyaty and fulfilment of contractual obligations. The North American Division will carry on the activities in compliance with the sentered into through authorized channels. Where misunderstandings arise regarding such commitments, the North American Division shall participate, with the parties concerned, in conflict resolution procedures within the organizations before seeking the help of the wider community. Atmosphere of safety and happiness. The North American Division is committed to providing a work environment that offers 	
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Seventh-day Adventist' Church general conference	 Personal integrity in financial matters. We will not engage in theft or embezzlement of any kind including the misuse of expense accounts, fashification of time reports, or the missapplication of resources for which was are responsible. Avoiding inappropriate influence. We acknowledge that the giving or receiving of business gifts can easily inject ulterior considerations in our work and employment relationships. Therefore the use of gifts, payments, or honoraria as incentives or rewards for a particular course of action is unacceptable. We will not offer gifts, favors, payments, or other forms of reward directly or indirectly in exchange for a specific gain or action. Maintaining an ethical environment in the workplace. We accept the obligation of maintaining ethical standards in personal life and in the workplace. We believe it is our personal responsibility to report, through established confidential channels, any behavior that is inappropriate or which undermines the ethical environment in the office complex. We are prepared to be held accountable by our supervisors and peers for professional conduct representing the moral and ethical values of the Seventh-day Adventist Church. 	

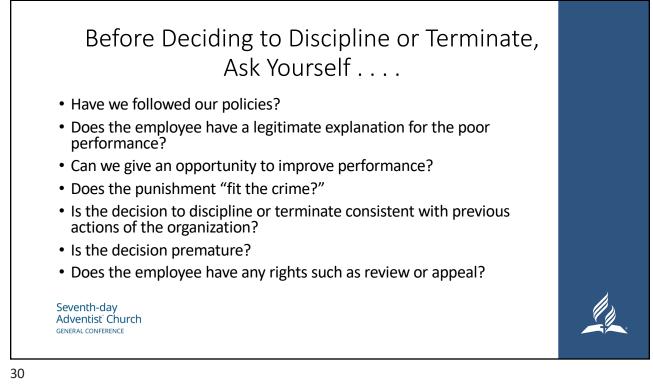
	THIS DECLARATION applies, to the best of my knowledge, to all members of my immediate family (spouse, children, and parents) and its provisions shall protect any organization affiliated with or subsidiary to the North American Division of the General Conference of Seventh-day Adventists. In the event facts change in the future that may create a potential conflict of interest, I agree to notify the North American Division of the General Conference of Seventh-day Adventists in writing. 1. I have read the Statement of Ethical Foundations and the policy on Conflict of Interest and/or Commitment. 2. I am in compliance with my employer's policy on Conflict of Interest and/or Commitment as printed in the 2020-2021 North American Division Working Policy E 85.				
	Interests of the b. Neither I no. (5%) ownersh the North Ame Corporation of c. Neither I no. from other der Conference of d. Neither I no. subsidiary to process involv day Advensits	r my family have a financial interest or business relat North American Division of the General Conference rmy family have a financial interest in nor an or hav received financial benefits either directly or indirectly joi nay entity with publicly traded securities) which racian Division of the General Conference of Seventh Seventh-day Adventists. In my family receive/received any payments or gifts, nominational entities, suppliers, or agencies doing bu (Seventh-day Adventists. I'm y family serve/have served as an officer, director, he North American Division of the General Conference ing financial or legal interests adverse to the North A	or d'seventh-day Adventists. to been an employee, officer, director, or truste from any enterprise (excluding less than five is or has been doing business with or is a com ady Adventists or the North American Division nonetary or non-monetary (other than of nomi siness with the North American Division of the trustee, or agent of any organization affiliated co of Seventh-day Adventists in any decision merican Division of the General Conference of	e of, nor percent petitor of n nal value) General with or making f Seventh-	
	Disclosures				
	ADD DISCLOSURE(S)				
	Full Name*				
	Position Title*				
Seventh-day	Organization *				
Adventist Church	Date	Date will be captured on form submission			
GENERAL CONFERENCE	Signature*	Sign			

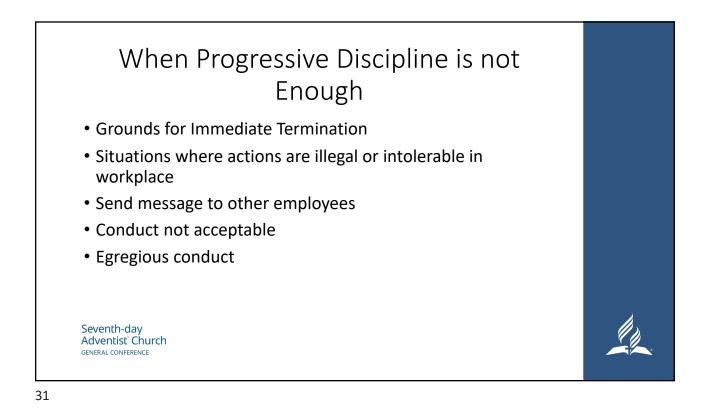


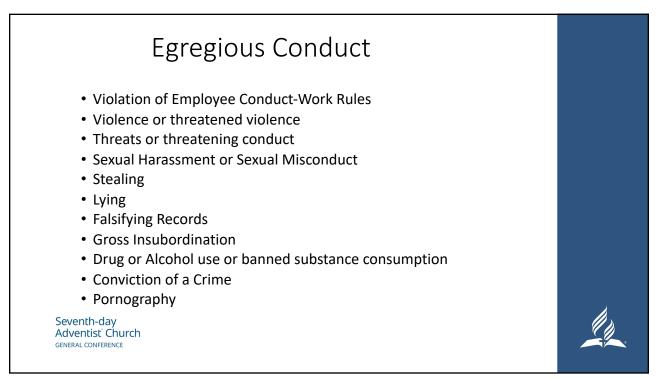








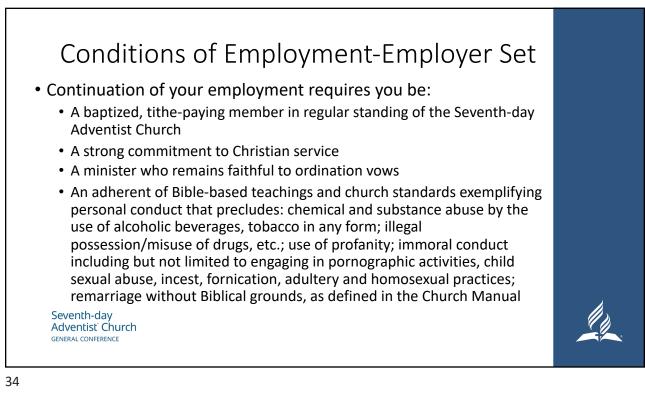




What Constitutes Basis For Termination-From NAD Working Policy

- Any cause for discipline which if not corrected may lead to termination.
- Failure to practice the fundamental teachings and standards of the Seventh-day Adventist Church.
- Divorce or Remarriage without Biblical grounds.
- Misappropriation or misuse of organizational funds or other assets
- Committing, aiding, advocating or being convicted of a crime
- Supporting or being involved with activities that are in conflict with the teachings and objectives of the Seventh-day Adventist Church
- Failure to follow Conditions of Employment

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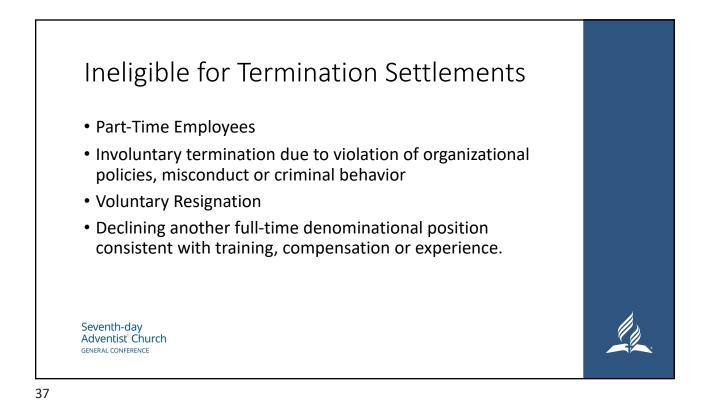
Working Policy Y 36

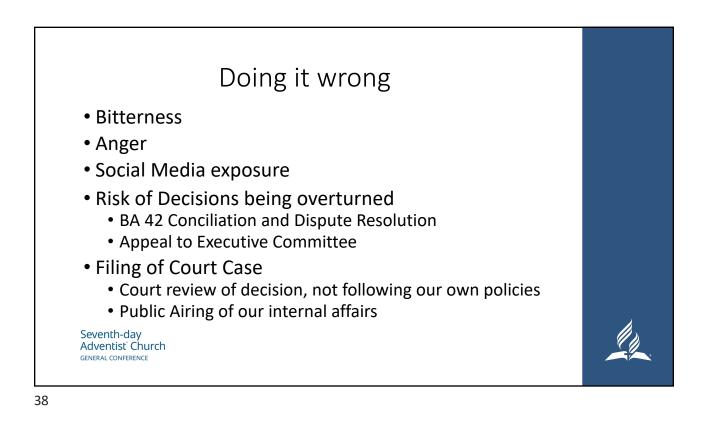
- Y 36 05 Termination Settlements—In order to provide transition funds for an involuntarily terminated full-time regular status Employee ("Employee"), a termination settlement may be provided under the terms of this policy. The settlement is not an earned employee benefit automatically provided in every case of employment termination.
- Y 36 10 Eligibility—A termination settlement may be granted to an involuntarily terminated employee who has worked in denominational employment for at least two years, regardless of age. A resignation as a result of being counseled to resign by the employer is considered an involuntary termination for the purposes of this policy. Eligibility shall be determined according to the following criteria:

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<section-header> Criteria to Qualify for Termination Settlement Involuntary termination of employment Lack of Performance Medical Condition and not eligible for disability Not re-elected or reappointed Transfer from full-time to part-time employment

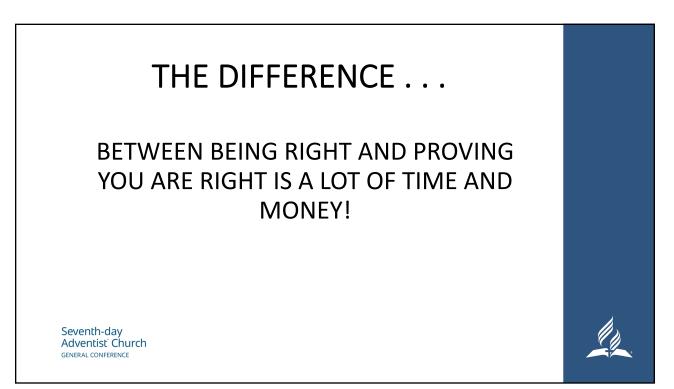




Reducing the Likelihood of a Challenge of Decision

- Ensure that termination procedures/policies are followed
- Be candid with the employee
- Respect the employee's feelings & privacy
- Obtain the necessary releases
- Avoid inconsistent statements
- Do not publicly comment about employment issues
- Keep relevant documents
- Seek competent local legal counsel

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do justice walk humbly love kindness