



**DAYSTAR CHRISTIAN CENTRE
STARGUARD UNIT**

THE CODE OF CONDUCT 2015

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PREAMBLE

The entire members of Starguard have unanimously agreed that their relationships, conduct, activities, professional standards, ethics, operations and/or their general affairs shall be regulated and governed by the provisions of this Code of Conduct under God the Father, the Son and the Holy spirit. Amen.

This Code outlines the standard and professional conduct that all members must strive to uphold. It ensures that members behave in an ethical, professional, caring and customer friendly manner at all times. It provides a basis for all members to maintain a working environment that is productive, positive, enjoyable, safe and free from harassment and discrimination.

Members of the Unit unanimously agree that all subsequent unwritten rules and/or conventions of the Unit shall be valid and enforceable irrespective of their omission in this code.

INTERPRETATIONS

1. In this Code, including the above preamble and in the schedules and/or appendices hereto (if any), unless the context otherwise expressly requires, the following expressions and/or abbreviations in no particular order shall have the respective meanings set out against them.

(1) Provided always that words importing the plural shall, except where the context otherwise requires, include the singular and vice versa; references to the masculine gender shall include the feminine gender and vice versa; and references to persons shall be construed as references to an individual, firm, company, body corporate, statutory board, government body, incorporated body of persons, association or trust as the context may require.

(2) Provided always that nothing shall preclude the Executives from redefining the meaning and purport of the following words and/or expressions except those necessarily within the province of the Church Authority:

“**CP**” means the existing designated Car Park(s) or the ones designated and/or created in the future. Each CP is given is assigned a codename for operation purposes and convenience.

“**DCC**” means Daystar Christian Centre, Lagos, Nigeria.

“**SG**” means Starguard Unit.

“**RM**” means Relationship Manager.

“**PM**” means Park Manager.

“**HoU**” means The Head of Unit.

“**DHoU**” means The Deputy Head of Unit.

“**Leave of absence**” means permission in writing to be absent from the Unit’s operations and/or activities for a specified period of time.

“**Member(s)**” means a confirmed individual member and/or general members of the Unit to the exclusion of probationers.

“**The Unit**” means Starguard Unit.

“**Probationer**” means anyone serving in the Unit who is yet to be officially confirmed in writing by the Unit whether or not the official period of probation has elapsed.

“**Confirmation**” means an official written approval and/or confirmation of a probationer’s full membership into the Unit.

“**The Executives**” means the officers of the Unit who occupy the offices either as provided in this Code or as may be validly created/assigned by the HoU and/or The Executives in the future.

“**The Church**” means DCC and/or Daystar Christian Centre, Lagos, Nigeria.

“**Church Authority**” shall mean the pastorate of DCC.

“**This Code**” means this Code of Conduct.

“**Customers**” means members of the Unit and/or the Vehicle owners, drivers and/or pedestrians using DCC’s car parks. ‘Internal’ refers to members of the Unit while ‘external’ refers to the latter.

“**Extra Ordinary General Meeting**” means general meeting of the Unit, which is called out of time and without requisite notice for certain issues which are not, as a matter of course, regularly discussed at general meetings of the Unit.

“**SHAPE**” means an acronym for: Spiritual gifts, Heart, Abilities, Personality, and Experience.

VISION & MISSION STATEMENTS

2. Vision: Managing a park that portrays excellent service and the presence of God

3. Mission: Deploying our members’ **SHAPE** in creating fulfilling experience and relationships at our car parks.

SHAPE stands for;

S – Spiritual Gifts

H – Heart

A – Abilities

P – Personality

E – Experience

4. Values:

a Unconditional commitment

b Discipline

c Orderliness

d Security

e Professionalism

f Love

g Spirituality

THE EXECUTIVES

5. There shall be a Council of Executives for the Unit which shall be the policy-making organ of the Unit and it shall be duly constituted by all the Executives as expressly provided hereunder or as may be subsequently created by the HoU.
The Council of Executives

- (1) Shall be the law-making, interpretation and enforcement organ of the Unit.
- (2) Shall direct and control the day-to-day affairs of the Unit.
- (3) Shall be headed by the HoU with the assistance of the DHoUs

The Head of Unit (HoU)

6. There shall be a HoU who shall be the spiritual Head of the Unit. He shall be appointed by the Church Authority in line with the principles and management guidelines of DCC for an indefinite term of office.

- (1) Shall not be subject to election, removal, impeachment and/or suspension by the Unit except as decided by the Church Authority.
- (2) Shall have powers to suspend any section or clause in this Code for administrative, disciplinary or any other purpose.
- (3) Shall be answerable to the Church Authority for the affairs of the Unit.
- (4) By virtue of his/her status, shall exercise oversight, supervisory and administrative powers and functions over the general affairs of the Unit.

DEPUTY HEAD (ADMIN.)

6. The Deputy Head (Admin.) is one of the deputy heads of the Unit and he shall be appointed annually by the Unit subject to the guidelines laid down by the HoU.

- (1) Shall perform the administrative duties of the Unit.
- (2) Shall be responsible for the day-to-day affairs of the Unit.
- (3) Shall be accountable and answerable to the HoU and the Unit.
- (4.) Shall provide support and supervise the activities of the Unit's Secretariat.
- (5.) Shall perform any other duty and/or responsibility assigned to it by the HoU.

DEPUTY HEADS (OPERATIONS)

7. There shall be two Deputy Heads who shall be appointed annually by the Unit to take responsibility for the operational activities, strategies, policies and regulations of the Unit.

- (1) They shall be responsible for the organisation of the Unit's operations.
- (2) They shall work in conjunction with the HoU, DHoU (Admin), RMs and the Secretariat in performing their duties.

THE SECRETARY

8. There shall be a Secretary who shall be the head of the Unit's secretariat who shall be assisted in his duties by Assistant Secretary (ies) as appointed by the Unit. The Secretary:

- (1) Shall provide administrative support to the Executives.
- (2) Shall arrange for meetings including preparing the agenda and minutes of meetings.
- (3) Shall manage, update and verify membership database and information
- (4) Be responsible for the preparation of a variety of documents including but not limited to letters, agreements, memos, reports and any other necessary document as at when due.
- (5) Shall be responsible for all other secretariat matters not expressly specified herein.
- (6) Shall carry out other functions that may be assigned by the HoU and/or Deputy Heads.

THE FINANCIAL SECRETARY

9. There shall be a Financial Secretary who shall act as Chief Finance officer of the Unit and the Financial Secretary:

- (1) Shall be responsible for collecting monthly dues and other monies due to the Unit
- (2) Shall prepare monthly financial report on dues payment analysis and income and expenditure account)
- (3) Shall reconcile the Unit's account books in conjunction with the Treasurer on a monthly basis and/or whenever required.
- (4) Shall carry out all other functions as may be assigned by the HoU and/or Deputy Head (Admin).

THE TREASURER

10. There shall be a Treasurer who shall be the custodian of the Unit's funds and/or other valuables. The Treasurer:

- (1) Shall keep all monies belonging to the Unit in safe custody
- (2) Shall reconcile cash balance with book balance in conjunction with the Financial Secretary
- (3) Shall disburse funds for appropriate use after due authorisation. Provided that the guidelines for authorisation hereunder shall be as laid down by the HoU in conjunction with the Deputy Heads of Unit.
- (4) Shall receive all cash remitted to the Financial Secretary within 72 (seventy two) hours.

- (5) Shall maintain a cash register/petty cash system and all other necessary documentation for financial transparency and accountability.
- (6) Shall carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin).

THE AUDITOR

11. There shall be an Auditor of the Unit who shall:

- (1) Review, audit & prepare detailed audit reports of the Unit's financials every six months or as required by the Executives.
- (2) Review all financial transactions (inflow and outflow) of funds in the Unit in line with acceptable standards and also in accordance with this Code on a monthly basis, with a view to identifying leakages and revenue loss.
- (3) Collect, inspect and analyse the account books (including receipt, invoices etc) to ascertain (if there is any fraud or defalcation) violation of regulations, policies, and/or duplication on a monthly basis.
- (4) Report to the Executives regarding the audit results and suggest changes in financial activities and operations of the Unit monthly.
- (5) Ensure transparency and integrity in the utilisation of the finances of the Unit and communicate same to the members of the Unit to guarantee confidence and commitment towards payment of dues and other levies for the improvement in the lives of members and other social responsibilities.
- (6) Work with all other sub unit heads with a view to creating a workable and operational Unit budget for the review and approval of the Executives.
- (7) Perform any other finance/audit related function and/or role as may be assigned by the HoU or Deputy Head (Admin)

THE HEAD OF SOCIALS AND SPORTS

12. There shall be a Head of Social & Sports who shall:

- (1) Take responsibility for entertainment (when necessary) at meetings, trainings and other gatherings of the Unit.
- (2) Plan and coordinate all social and sporting events of the Unit.
- (3) Promote interpersonal relationships among members through team building and/or bonding activities.
- (4) Champion all branding activities in conjunction with the Secretariat.
- (5) Carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin)

THE WELFARE TEAM HEAD

13. There shall be a Welfare Team Head for the Unit who shall:

- (1) Refer members to Counsellors who may render advice and help
- (2) Enhance and develop the spiritual lives of members in partnership with the Prayer Team
- (3) Be responsible for visitation activities (phone calls, text messages, emails and physical visits)
- (4) Create and sustain accountability programs among members.
- (5) Carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin).

THE HEAD OF RECRUITMENT AND TRAINING

14. There shall be a Recruitment and Training Director who shall:

- (1) Coordinate manpower planning process and maintain manpower records.
- (2) Maintain an active and organised data bank of Applicants into the Unit.
- (3) Conduct, in conjunction with the Unit's Recruitment panel, interviews for prospective members.
- (4) Prepare and issue engagement advice to new members.
- (5) Conduct periodic appraisal of members in conjunction with HOU or his designate.
- (6) Conduct training and induction programs for new members.
- (7) Plan and organise performance /operational improvement training for Unit members
- (8) Plan and organise training and workshops on Driving, car maintenance, traffic signs traffics laws, etc.
- (9) Carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin)

THE HEAD CUSTOMER EXPERIENCE TEAM

15. There shall be a Head of Customer Experience Team who shall:

- (1) Ensure that all customers (external and internal) receive the best quality service from our members.
- (2) Devise and outline models for communicating with customers regarding any issue.
- (3) Gather feedback and data from necessary parties relating to customer satisfaction.
- (4) Carry out periodic surveys of customer satisfaction towards the Unit's operations.
- (5) Shall carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin) & (Operations)

THE CAREER TEAM HEAD

16. There shall be a Career Team Head for the Unit who shall:

- (1) Refer and organise seminars on employment, career change etc
- (2) Coordinate entrepreneurial development programs.
- (3) Communicate to members on new, novel, innovative or lucrative business opportunities.
- (4) Carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin)

THE HEAD OF COMMUNITY DEVELOPMENT & BENEVOLENCE

17. There shall be a Community Development & Benevolence Director for the Unit. He shall:

- (1) Creatively and positively identify projects that can add value to the community
- (2) Develop, plan and lead the execution of approved community projects.
- (3) Shall carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin).

THE PRAYER TEAM HEAD

18. There shall be a Prayer Team Lead for the Unit. He shall:

- (1) Establish a strategic prayer team of 7 (seven) or more members and divide the leadership responsibilities of the team among the group based on individual/group calling or gifts.
- (2) Serve as a link (when necessary) between the Unit and the Watch force Unit of DCC.
- (3) organise intercessory prayer sessions for members as the need arises.
- (4) Shall carry out other functions that may be assigned by the HOU and/or Deputy Head (Admin).

THE HEAD OF WORKFORCE AND PLANNING

19. There shall be a Head of Work force and planning for the Unit. He shall be:

- (1) Responsible for collection of statistics of cars and members.
- (2) Responsible for surveys and opinion polls on operations and other matters that may arise.
- (3) Identify operational and management lacunas and proffering initiatives to solve them.
- (4) Promote innovations within the Unit
- (5) Shall carry out other functions that may be assigned by the HOU and/or Deputy Heads.

HEAD OF SURVEILLANCE AND SECURITY TEAM

20. There shall be a Head of Surveillance and Security Team of the Unit. He shall:

- (1) Be responsible for surveillance and security activities at all car parks during operations.
- (2) Proffering initiatives for improving surveillance and security within the car parks and operational areas.
- (3) Preparing a quarterly report on surveillance within the car parks and operational areas.
- (4) Shall carry out other functions that may be assigned by the HOU and/or Deputy Heads.

THE STORE MANAGER

21. There shall be a Store Manager for the Unit. He shall:

- (1) Be responsible for keeping the equipments/ materials of the Unit.
- (2) Work with the RMs to ensure smooth transfer of equipments/ materials between shifts.
- (3) Identify equipments/ materials needs/deficiency and report same for due action.
- (4) Carry out other functions that may be assigned by the HOU and/or Deputy Heads.
- (5) Shall have at least one Assistant per shift to assist him in his duties. Provided that where he is unable to recruit Assistants, the RMs shall nominate Assistants for him/her.

THE HEAD OF COMPLIANCE TEAM

22. There shall be a Head of Compliance Team for the Unit. He shall:

- (1) Recommend review of the existing compliance policies/procedures and the Code of Conduct to identify potential areas of compliance vulnerability and risk of illegal, unethical or improper conduct.
- (2) Establish a system of uniform response to alleged violations of rules, regulations, policies, procedures and conflict resolutions in line with the Code of Conduct.
- (3) Recommend disciplinary or corrective action in response to violations, as appropriate, to the Executives through the secretariat.
- (4) Identify changes in applicable rules, regulations, standards and related trends that are relevant to the enforcement of the Code of Conduct and make necessary modifications to policies and procedures subject to the ratification of the Executive.
- (5) Provide reports on a regular basis and as directed or requested, keep

- the Executives abreast of the operations and progress of the Team.
- (6) Carry out other functions that may be assigned by the HOU and/or Deputy Heads.

THE RELATIONSHIP MANAGER

23. There shall be as many Relationship Managers (RMs) as required by the Unit. They shall:

- (1) Be responsible for overall management of the car parks.
- (2) Build and sustain workable team(s) and drive change towards improvement in shifts.
- (3) Manage issues, crisis and conflict resolutions in the car parks amongst members or customers.
- (4) Assist in surveillance within each park.
- (5) Collect monthly dues from members of shift and remit same accordingly.
- (6) Accountable for all equipments/materials belonging or utilised by the Unit in the course of operations of each shift.
- (7) Responsible for the collection and submission of monthly attendance and performance reports to the secretariat; submission not to exceed the first week of the month.
- (8) Carry out other functions that may be assigned by the HOU and/or Deputy Heads.

THE RELATIONSHIP MANAGER (SPECIAL DUTIES)

24. There shall be a Relationship Manager for Special duties. He or she shall:

- (1) Be responsible for managing 200 level students of Daystar Academy during their period of mandatory service with the unit.
- (2) Be responsible for managing operations for Wednesday services, Saturday mornings and any other special event.
- (3) Be accountable for all equipment/material belonging to or utilised by the Unit in the course of operations.
- (4) Work with members across shifts.
- (5) Shall carry out other functions that may be assigned by the HOU and/or Deputy Heads.

THE PARK MANAGER

25. There shall be as many Park Managers as required by the Unit. They shall:

- (1) Act as technical and operational head of the CP.
- (2) Be responsible for operational statistics, which must be forwarded to the RM at the end of operations.
- (3) Be responsible for following up on the welfare and well being of all personnel in the park assigned to them.

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- (4) assist the RM in building good relationships with shift members.
 - (5) Take direct responsibility and accountability for the commission, omission, attendance and/or non-attendance of park members at the Unit's meetings, functions and/or activities.
 - (6) Carry out other functions that may be assigned by the HOU, Deputy Heads and/or the respective RMs.

MEMBERSHIP

General Recruitment

26. The following guidelines should be adhered to when recruiting new members into the Unit. All prospective members of the DCC SG Unit:

- a** must be born again
 - b** must be of good character
 - c** must have completed at least 200 Level of Daystar Academy
 - d** must be an active member of the DCC house fellowship system
 - e** must be a believer of the vision and mission of the Unit and DCC
 - f** must have a Godly, open and helpful disposition towards all Customers.
 - g** must show a strong level of integrity and honesty.
 - h** must pay membership dues regularly.
- (2) All candidates must submit a written application indicating an intention to join the unit or fill a membership form and submit same at the information centre of DCC or to the recruitment team of SG.
 - (3) All shortlisted applicants shall be notified of an interview date and venue via text message, email or any other designated channel of communication.
 - (4) After the interview session, all successful candidates shall be notified and must go through the compulsory training program and take the compulsory written test before admission into the Unit.
 - (5) All successful members must complete the Unit's Bio-data Form and provide one passport photograph.
 - (6) After admission and training, successful candidates shall proceed on 4 (four) months probation. The period and form of probation may be altered by the Deputy Head(s) (Operations) after consultations with the Recruitment and Training team.
 - (7) Upon completion of probation, the RM of the member concerned will provide a report attesting to member's performance in terms of attendance to meetings, attitude towards operations and general disposition. Provided the Probationers shall not be assigned the Unit's permanent official reflective jackets until they are officially confirmed in writing.

- (8) If a prospective member attains a satisfactory result during probation and passes the written test, he or she is then qualified for official membership of the Unit via confirmation.
- (9) The Head of Recruitment and Training Team shall, for the purpose of recruitment constitute, only one Recruitment Panel of not less than 7 members of the Unit.
- (10) He shall forward the names of the nominated members of the Recruitment Panel to the Executives through the Secretariat for approval not less than two (2) weeks after their nomination.
- (11) No recruitment exercise shall be conducted within the Unit except with the approval of the Executives, which shall be communicated through the Secretariat.
- (12) The Head of Recruitment and Training Team must transmit the list of proposed confirmed-probationers not later than four (4) weeks after the completion of their probation period. Provided that where the said list is not transmitted to the Secretariat within the period, the HoU in conjunction with the Secretariat may issue confirmation to deserving probationers subject to confirmation criteria.
- (13) To ascertain and regularize the number of performing and compliant members, the Unit shall conduct periodic membership audit and appropriate sanctions shall be meted to culpable members subject to the provisions of this code.

OPERATIONS

27. The Executives, on the recommendation of the Deputy Heads (Operations) shall make rules for the Unit's operations including but not limited to matters involving parking arrangement, strategies, safety, opening and closure of CPs, use of radio and radio codes, radio and operations etiquettes etc

(1) Operations schedule on Sundays shall be as follows:

- 1st Shift 6:00 am - 8:30am
- 2nd Shift 8:15am - 10:30am
- 3rd shift 10:15am - 12:30pm
- 4th shift 12:15pm - 2:30pm

(2) Areas of operations shall include all locations within any CP (permanent or temporary) and adjoining public roads. Provided always that this subsection is subject to any alteration as may be decided by the Executives with or without the recommendations of the DHoU (Operations)

(3) All members on duty must wear the approved reflective jacket/vest/Tabard during operation except on occasions when any other

attire is specified.

(4) All members on duty must be visible and helpful to all customers irrespective of age or gender.

(5) All members are responsible to their RM and PM on operations.

(6) The decision to allocate or reshuffle members to shifts lies solely with the Deputy Heads (Operations).

(7) Radio ethics must be strictly adhered to. All radio communication must be official and relevant to the operations.

(8) Lateness to duty will not be tolerated. Any member that arrives **20 (twenty) minutes** after commencement of operations without prior excuse shall not be allowed to serve for the day and where such a person serves, such service shall be recorded as absent.

(9) Safety must always be ensured for both customers and members.

(10) All members must observe shift meeting/prayers before the start of the shift operations. Provided that nothing herein shall preclude any shift from holding its meetings after operations.

(11) Eating and drinking during operations is highly prohibited. Members are advised to pull out from operations and/or remove their reflective jackets before eating and drinking when the need arises.

(12) All recovered lost items must be handed over to the RM or PM for proper recording and onward delivery to the appropriate section in the church. On no account should a member take away any recovered lost item. If this happens, it will be regarded as stealing except the contrary is proved beyond reasonable doubt as such member will face suspension or dismissal as the case may be.

(13) All excuses from operations must be communicated to the respective RM at least **one (1) hour** before the commencement of the shift operation. Any excuse received beyond 1 (one) hour shall be invalid.

(14) It is mandatory for any member who seeks to be away from duty or operations for more than **two (2) weeks** to communicate this information in writing through to the secretariat. This includes instances such as (NYSC) National Youth Service Corps, Annual Vacation, Maternity leave, ill health, wedding preparation, education, work related issues etc. Provided that such a request must be approved in writing before it can take effect.

(15) Any such absence without formal communication may attract disciplinary action and any absence for more than **one (1) month** without communication will translate to voluntary resignation from the Unit.

(16) The RM/PM are required to remain in contact with any member who has stayed away from duty due to any of such reasons stated above and the concerned RM/PM shall communicate this to the Executives and the

Secretariat. Failure to do this within 7 days of its discovery will attract sanctions against the RM/PM as the case may be. Such sanction shall be determined by the Executives upon recommendation of the Compliance Team.

(17) Any issues that may arise during shift operations must be reported to the RM/PM. It is the responsibility of the RM or PM to report the issue to the HOU or Deputy Heads, Operations.

(18) All reported cases of consistent non-performance within a quarter (3 calendar months) either involving an Executive member or non-Executive member shall be considered by the Compliance Team during its quarterly internal audit and disciplinary recommendations shall be duly made to the Executives for prompt actions.

(19.) Any member who is found wanting in the area of punctuality and/or attendance shall face the Compliance Team which shall make due disciplinary recommendations to the Executives.

(20) Operational activities of each park shall be coordinated by the PMs subject to the oversight supervision of the RMs.

(21) The dress code of the Unit is imperative to ensure moderation and decency in member's dress sense as Christians on one hand and convenience, smartness and suitability for operations as members of the Unit which holds itself out as a para-military outfit shall be observed by every member as follows:

i. **MALE: -**

Clothing: Shirts (properly buttoned,), T-shirts (*not sleeveless*), (No soccer/football or sports club branded/affiliated clothing, No political party branded/affiliated clothing) full-length trousers, no three-quarter shorts or trousers.

Shoes: Canvass, trainers, sandals and any other smart shoes.(Slippers or any other footwear with fully exposed back-heel are not allowed).

FEMALE: -

Clothing: Shirts, T-shirts, No soccer or football club branded/affiliated clothing, No political party branded/affiliated clothing). Full-length trousers, three-quarter length trousers, trouser suits, skirts suits, knee length /lengths not exceeding the top of knees for dresses/gowns or skirts, tops/blouses with decent coverage to the cleavage and decent coverage to the waist

(sleeveless tops/blouses are not allowed, except capsleeves; i.e, sleeves not shorter than the top side of shoulder curve. Spaghetti straps, boob-tubes are not allowed. Leggings paired with tops shorter than the hips are not allowed).

Shoes: Canvass/sneakers, sandals and any other smart Shoes, slippers or any other footwear with fully exposed back-heel are not allowed.

- ii. Except on the 1st Sunday of the month otherwise called the “open day”, no member is permitted to wear Native/traditional attire to operations. Provided this shall not be interpreted to mean members are not allowed to wear Ankara fabric (or any other fabric of like design sewn in a shirt, suit or any other style except iro and buba or men’s traditional style.
- iii. The last Sunday in a calendar month is usually reserved for the Unit’s special attires. **(SG Tshirt, Ankara and/or any other attire to be designed)**. It is an offence for any member to don any other attire apart from the one specified to be worn except in certain cases. Provided always that it shall be the duty of members to verify the particular attire specified for each Sunday.
- iv. Indecent dressing by any member of SG will attract disciplinary action after a warning has been given. RMs/PMs may remove from operations any one who flouts the above rules and must report any such indecent dressing to the disciplinary committee who will then decide on the disciplinary measures to carry out.
- v. Provided always that the dress code regulation of the Unit shall not be limited to the provisions of this Code but subject to subsequent regulations made by the Executives to reflect moral and spiritual uprightness, decency, maturity, moderation of the Unit’s members.

MEETINGS

28. The Unit shall periodically hold Executive Meeting, General Meetings, Vigils and/or other meetings or gatherings/convergences serving varying purposes as fixed by the Executives.

Executive meetings

- (1) There shall be at least Nine (9) Executive meetings annually which attendance shall be mandatory for all members of the Executives.
- (2) Notice of the date, time and venue of the meeting shall be communicated by the Secretariat at least one week before the date via sms/email or any other designated channel of communication.
- (3) All Executive members shall be at liberty to send to the Secretariat any issue for the meeting agenda at least three (3) days before the date fixed for the meeting.
- (4) Executive members must communicate lateness/absence from meetings to the *HoU* and the Secretariat via sms or phone call at least **thirty (30)** minutes before the commencement of a meeting. Provided always that receipt of such communication must be confirmed by the recipient(s) before such an excuse can take effect.
- (5) Executive meetings shall commence at the time slated and a fine of **N500.00 (Five Hundred Naira Only)** shall be paid for lateness and/or other disciplinary measures.
- (6) Pacing around or hanging out in groups during meetings, chatting, noise making or any such other similar acts shall not be condoned during meetings.
- (7) Any Executive member absent for 3 meetings within a quarter shall be relieved of his or her post.
- (8) All phones are expected to be switched off or put on silent mode during meetings. Answering of phones during meetings is highly prohibited and may attract a sanction as may be directed by the compliance officer at the meeting.

General meetings

- (9) Except as otherwise announced by the Secretariat, General meetings of the Unit shall hold every 2nd and 4th Saturday of the month.
- (10) Notice of venue and time of meetings shall be sent by the Secretariat to the members via sms and/or email at least seven (7) days before the date of meeting. Provided that such notice may be waived in cases of emergency or extra ordinary general meetings.
- (11) All forms of general meetings are compulsory for attendance by all members including the executives.
- (12) Member(s) must communicate lateness/absence from meetings to the secretariat via sms, phone call or email at least **30 (thirty)** minutes before the commencement of a meeting.
- (13) General meetings shall commence at the time in the notice after which any lateness will be subject to disciplinary measures.

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- (14) Pacing around or hanging out in groups during meetings, chatting, noise making or any such other similar acts shall not be condoned during meetings.
 - (15) All phones are expected to be switched off or put on silent mode during meetings. Answering of phones during meetings is highly prohibited and may attract a sanction as may be directed by the compliance officer at the meeting.
 - (16) Long term and special cases of absenteeism from meetings require formal approval in writing from the Secretariat.
 - (17) Absence from meetings without excuse will attract disciplinary measures, any further violation of this rule may lead to dismissal from the Unit as may be determined by the Executives upon recommendation of the Compliance Team.
 - (18) Absence from **three (3)** meetings within a quarter may lead to dismissal from the unit. Discretion will be applied to members with genuine excuses.
 - (19) Provided always that it shall be the duty and responsibility of individual member to inquire from the Secretariat, the respective RMs and/or PMs about the decisions and/or instructions passed at the Unit's meetings as ignorance of such facts shall never constitute defence(s) for disciplinary measures in case of violations(s).

Vigils

- (20) The prayer team shall organise periodic vigils as may be prescribed by the yearly calendar of the unit or HOU. The essence of the vigils is for members of the unit to gather together in an atmosphere of prayer, praise, thanksgiving and worship with the aim of spiritual edification.
- (21) Attendance at vigils is compulsory for all members. Provided that notice of the date, time and venue for vigils shall be communicated to the members by the secretariat at least one week before the vigil.
- (22) Absence at **2 (two)** Vigils in a year will be queried and disciplinary action shall be taken against erring members.

OBLIGATIONS OF MEMBERS

29. Upon written confirmation, every member of the Unit shall be entitled to a reflective jacket for operational purposes only.

- (1) All members are expected to be active members of the house fellowship system of DCC.
- (2) Members must maintain a high level of competence in their designated roles in the Church and prudently attend to their physical, spiritual, mental and emotional well-being.

(3) Punctuality, attendance to meetings and operations and general conduct of members will be assessed periodically.

(4) All members are expected to be neatly and smartly dressed at every Unit gatherings.

(5) It is mandatory for all members to actively participate in all programs and activities organized by the Unit.

(6) Members shall not engage in pre-marital sex, fornication or adultery, infidelity, stealing, obtaining by fraud or any other acts that are against the teachings of the Bible. If a member is found by the Compliance Team to have engaged in any of the above mentioned acts, such member(s) will be suspended indefinitely from the Unit.

(7) Fighting, use of abusive words or racist words amongst two or more members of SG during shift operations or otherwise is prohibited. Members who flout this rule will be suspended immediately pending the hearing and determination of the case by the Compliance Team. Punishment for such acts shall include:

- (i) minimum of 2 (two) months suspension*
- (ii) provision of a letter of attestation of good character from the Cell Leader of the member*
- (iii) recommendation for counselling to deal with such behaviours and,*
- (iv) any other condition as may be deemed appropriate by the leadership of the Unit.*

(9) Without prejudice to the expressly stated offences herein, any other disrespectful behaviour towards other members, customers or pastorate is prohibited and will attract sanctions as may be determined by the Executives of the Unit.

(10) Any deliberate, careless and/or reckless damage of the unit's or church property, equipments and other materials is prohibited and shall attract sanctions.

(11) Any rebellion or disregard to a constituted authority and unruly behaviour towards any member of the leadership of the Unit shall attract a suspension period not less than 1 (one) month or in extreme cases expulsion from the unit as may be determined by the Compliance Team.

(13) Member(s) shall not openly confront another member(s) or external customer(s) in the presence of other customer(s) or church member(s). Non-conformance will be punishable especially when it escalates to the use of force or verbal abuse between the concerned members.

APPOINTMENT

30. Executive offices of the Unit shall become vacant in September of every successive year except the office of the HoU, which is only determinable by the Church Authority.

(1) Vacancy in the Executive offices shall be filled by appointment. Provided that the procedure for filling the vacancy shall be determined by the HoU in conjunction with the Executives.

(2) Only members who have been confirmed and have been in the Unit for **six (6)** months shall be eligible to occupy the Executive offices of the Unit. Provided always that such a member must have been part of one of the teams of the Unit for eligibility for appointment.

(3) All Team Heads must have their teams (minimum of 4 members) in place and submit same to the HOU for approval not later than **1(one) month** after induction into office. Provided that the qualification for being a member of a team is membership of the unit for a minimum of **4 (four)** months.

(4) The HoU reserves the power to remove any non-performing executive member and also has the power to appoint a new Executive member in place of a non-performing member without recourse to the Executives. Provided always that there shall be no limit to the number of successive terms that an eligible member can serve in the Executives of the Unit.

FINANCE

31. Without prejudice to the powers of the Unit to garner resources from all other sources approved by the church Authority, the Unit shall be majorly financed by:

- a** Monthly dues from members
- b** Fines.
- c** Contributions or pledges from members.
- d** Any other legitimate source.

(1) Members, including probationers, are required to pay a monthly due (as fixed by the Executives) before the end of each calendar month which due is subject to review by the Executives.

(2) All dues must be paid to the RM or his designate and duly receipted.

(3) Members of the unit who can afford to pay more than the specified amount are encouraged to do so.

(4) Any inability to pay the monthly dues (temporary or permanent) must be communicated to the RM who shall then inform the HOU at the executive

meeting for proper exemption.

- (5) Reasonable notice will be given if there will be a change in the amount to be paid as monthly dues.
- (6) Any member who fails or refused to pay the monthly dues as at when due without exemption will be sanctioned. The unit will not provide any financial assistance including presentation of gifts to any member that is not paying his/her monthly dues regularly. —
- (7) Any member in default for payment of dues for a minimum period of 6 (six) months and above shall be summoned before the Compliance team to explain his/her reasons and the Compliance team shall present a report on its findings to the Executives for further action.
- (8) Periodic Audit shall be conducted by the Auditor of the unit who shall report to the Executives for review and subsequent communication to members of the unit.

DISCIPLINE

32. Subject to the foregoing provisions this Code, it shall be the duty and obligation of every member of the Unit to uphold, respect and jealously guard the extant provisions of this Code. However, the Compliance Team is saddled with the official responsibility to enforce the provisions of this Code in conjunction with the Executives.

(1) Violation of any provision of this Code will have a measured response based on the nature of the offence irrespective of whether a measure of punishment is provided hereunder or otherwise.

(2) This Code shall not be interpreted to be exhaustive of the kinds of offences that are punishable hereunder. Provided that the Compliance Team shall have the powers to investigate any member alleged of any offence/wrongdoing against the Unit and/or hereunder and recommend such a member for disciplinary sanctions, upon a finding of guilty, by the Executive

(3) The Executive shall determine the kinds of offences that would attract warning, fine, suspension and/or dismissal from time to time.

(4) Whenever the Compliance Team receives information or complaint regarding any alleged violation of this Code or gross misconduct on the part of any member, whether or not covered by this Code, the Compliance Team shall among other things:

- (a) *Evaluate such information as to the credibility and gravity of the allegations.*
- (b) *Undertake a formal investigation.*
- (c) *Prepare a report of the investigation with recommendations as to the dispositions of the issue and ensure a timely and final*

resolution of the issue.

(5) Disciplinary sanctions will be just, fair and uniformly applied to all members of the Unit irrespective of gender, age, post or position.

(6) Failure to attend any disciplinary hearing without excuse after notification will be considered as disrespect to the unit and will not be taken lightly. This may lead to dismissal of the member(s) from the unit. Provided always that a written answer to allegations made against any member will suffice where oral hearing is impracticable or omitted.

THIS CODE OF CONDUCT is assented to this 1st day of August in the Year of our Lord 2015 by:

Seyi Oshikominu
Head of Unit

Tope Famuyide
General Secretary