



CEFMORSI GLOBAL WORKSPACE STAFF HANDBOOK

Executive Summary

This handbook outlines the core values, operational procedures, and conduct expectations for all staff at CEFMORSI Global Workspace.

As a mission-driven, remote-first organisation dedicated to advancing the Gospel, we maintain a workplace culture rooted in Christian tenets of faith and professional excellence.

This document details our policies regarding employment, daily operations, compensation, technology usage, and professional conduct, serving as a comprehensive guide to support all staff in our collective mission of kingdom expansion.

Introduction

Welcome to CEFMORSI Global Workspace.

We are a remote workplace that hires the best skills in the world needed to promote the gospel of our Lord Jesus Christ.

This is a passionate team committed to advancing the Gospel of our Lord Jesus Christ, reaching the unsaved, restoring the backslidden, and strengthening the faith of believers around the world.

*“And he said unto them, How is it that ye sought me? wist ye not that I must be about my FATHER’S BUSINESS?” **Luke 2:49.***

“Seest thou a man DILIGENT IN HIS BUSINESS? he shall stand before kings; he shall not stand before mean men” Proverbs 22:29.

We are all about the Kingdom Expansion, and keeping the Enemy and Cohorts at bay!

Vision, Mission & Core Values

Our Vision Mission Concept can be summed up as this:

MISSION FOR CHURCH GROWTH AND BLESSINGS TO MANKIND:
“Our Global, Inescapable And Supreme task”

CRUSADING THE WORD . . . EQUIPPING THE CHURCH . . .
REDEEMING THE WHOLE-MAN: “Ministering Wholeness To The Thirst
And Hunger Of Nations”

We believe that: in essentials – to pursue unity, and in non-essentials – to allow liberty, and in all things – to ensure love (charitable love).

Our Tenets of Faith

As a charismatic and dynamic body of Christ, the doctrinal basis (tenets) of faith will be the fundamental truth of Christianity as revealed in the Word of God including but not limited to:

1. We believe in the unity of the eternal Godhead of the Father, the Son, and the Holy Spirit. **1 John 5:7; 2 Corinthians 13:14.**
2. We believe in the divine inspiration and infallibility of Holy Scriptures as originally given and its supreme authority in all matters of faith and conduct i.e., we stand for the whole Bible as the revelation of God in Christ and is every true believer's heritage. **2 Timothy 3:16.**
3. We believe in the sovereignty of God in creation, providence, revelation, redemption and in all and the final judgement as in the Holy Scriptures. **Ecclesiastes 12:14; Acts 17:30-31.**

4. We believe in the universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation. **Romans 6:23; Ecclesiastes 7:20.**
5. We believe in the redemption from guilt, penalty and power of sin is by the grace of God and is SOLELY through Jesus Christ's sacrificial death as our representative and substitute and as the saviour of mankind. Salvation is by grace through faith in our Lord Jesus Christ and righteousness as a free given gift of God. **Ephesians 2:8-9; 2 Corinthians 5:21.**
6. We believe in the virgin birth, sinless life, the works, teachings, crucifixion, atoning death, burial, triumphant resurrection from the dead, visible, and literal ascension of Jesus Christ. We believe in the abiding intercession of our Lord Jesus Christ, His second coming visibly and literally as in His ascension, millennial reign, the judgement seat of Christ, white throne judgement, the new eternal heaven, and the new eternal earth. **Isaiah 9:6; Romans 4:24-25; Acts 1:9-11; John 14:3; 1 Thessalonians 4:13-18; Revelation 1:7; John 5:28-29; 2 Corinthians 5:10; Revelation 20:4-15; 22:12.**
7. (i) We believe in the necessity of the work of the Holy Spirit to make the death of Christ effective to the individual sinner enabling repentance towards God and faith in Jesus Christ. **Acts 20:21**

(ii) We believe that repentance is godly sorrow for sin, and it is an inevitable experience preceding the regeneration and justification of the sinner by the grace of God through faith in Christ Jesus. **Proverbs 28:13; Acts 20:21, 2 Corinthians 7:9-10.**

(iii) We believe that he who does not believe in the only begotten Son of God is already condemned to eternal death. **John 3:18-19, 1 John 5:10-13.**
8. We believe the baptism, indwelling and work of the Holy Spirit with the supernatural evidence of speaking in other tongues as a promise to every believer to enrich and equip them with spiritual gifts for God's service and to bring forth the fruit of the spirit in their character; and endowed with power for effectiveness in the Lord's vineyard. **Acts 1:8, 2:1-4, Mark 16:17** and the operation of the nine gifts of the Holy Spirit for the

edification, exhortation and comfort of the church which is the Body of Christ. **1 Corinthians 12:8-11; 14:3, 12.**

9. We believe in the one Holy Universal Church, which is the Body of Christ, to which all true believers belong and in which the Holy Spirit freely distributes His gifts as He wills for the benefit of all and Jesus Christ is the head and Lord of the Body. **1 Corinthians 12:13, 27; Revelation 5:9.**

10. We believe that the Miracles of the book of Acts are to be perpetuated and divine healing is for us in the sense of its being part of the atonement through faith. Isaiah 53:4-5; 1 Peter 2:24; Matthew 8:16-17.

11. We believe in the new kind of love that Jesus brought to the law of the brethren and we are to walk in that love. John 13:34-35; 1 Corinthians 13; 1 John 4:7-21.

12. We Believe that the OLD TESTAMENT Scriptural Ministry which is of the Father God was/is fulfilled in Christ Jesus in the GOSPEL Scriptural Ministry of the NEW TESTAMENT (Matthew, Mark, Luke, John) and are written FOR us, while the NEW TESTAMENT Epistles (The Acts of the Apostles of The Holy Spirit to Revelation Book) which is of the Holy Spirit, are written TO us as of the HOLY SPIRIT. (Therefore, The OLD TESTAMENT is of – God The Father, The GOSPEL (of The NEW TESTAMENT) is of – God The Son; while The EPISTLES (of The NEW TESTAMENT) till date is of – God The Holy Spirit) **1 John 5:6-7; John 1:1-5, 12-14; Hebrews 1:1-4; John 1:45; Luke 24:44-45; Romans 10:3-5; Galatians 3:629; Galatians 5:6, 14; Galatians 6:14-15; James 2:8-13; 2 Timothy 3:16-17; 2 Peter 1:19-21; 1 Timothy 3:16; Revelation 19:10; Revelation 12:11; Isaiah 8:20.**

13. We believe that the great commission of our Lord Jesus Christ is for us to obey as a command not as an advice. An Intensive and extensive World Evangelism and Missionary work in accordance with the great commission with signs and wonders following. To establish people in Christ and to establish Christ in people. Matthew 24:14, 28:18-20, Luke 14:23 Mark 16:15-20.

14. We believe in church governance by apostles, prophets, evangelists, pastors, teachers, elders, deacons, and deaconesses etc. Ephesians 4:7-16, 1 Corinthians 12:28-31, 1 Tim 3:1-15, Titus 1:5-9, Romans 16:1-3.

15. We believe in the possibility of falling from grace. Galatians 5:4, Romans 9:31-32, Hebrews 12:15; 6:1-9

16. Others, but not limited to:

- We believe in the obligatory nature of tithing, offering and faith seed to prove God's power in supply and our love for Him, His kingdom plan, purpose, and pursuit on mankind. **Malachi 3:10-18, Galatians 6:7, Genesis 8:22, Matthew 23:23, 2 Corinthians 8: 1-12, 9:1-15, 1 Corinthians 16:1-2.**
- We believe in the sacraments of water baptism by immersion for all who are born again as in the example shown by our Lord Jesus Christ. **Matthew 3:13-17.** However, we do not believe in infant baptism but do present and dedicate them to God until they come to knowledge of salvation. **Luke 2:1-52.**
- We believe that marriage is binding for life, except for fornication and if the unbelieving partner departs applies. **1 Corinthians 7:1-16.**
- We believe that Jesus instituted the Lord's Supper as an ordinance or sacraments and so should be observed by the church during this present age. **1 Corinthians 11:23-26, John 6, Matthew 26:26-28.**
- We believe in all the redemptive acts and processes – justification, restitution, sanctification, regeneration, glorification, forgiveness, imputation, propitiation, and grace.
- We believe that: in essentials – to pursue unity, and in non-essentials – to allow liberty, and in all things – to ensure love (charitable love).

“PROCLAIMING & PUBLISHING THE WORD . . . SAVING THE LOST . . .
EQUIPPING THE CHURCH . . . MINISTERING TO THE WHOLE-MAN:
SPIRIT, SOUL & BODY FROM THE CHAINS OF POVERTY, SICKNESS &
SPIRITUAL DEATH . . . AND AWAITS CHRIST JESUS RETURNS”

This handbook serves as a comprehensive guide to our organisation policies, core values, and operational procedures. It has been designed to support you in your daily work and provide clarity on the standards that define our global workspace. We encourage you to use this resource as a foundation for your journey with us as we work together to achieve our mission.

Workplace Culture & Conduct

1. Every team member must be born again, Spirit-Inspired and a committed Christian, that is aligned with our ministry values, must belong to a local church of worship, and honest enough to a fault, having a relative knowledge of the Scriptures (Bible).
2. Every team member is expected to work for 6hrs a day from 9.00am -15:30pm UNINTERRUPTED Monday-Friday with 30mins of break time as may be set within the context of employment agreement.
3. We communicate with British English, both in written and verbal communication.
4. Every team member is expected to have basic ICT skills, including the use of Microsoft Office tools and ability to carry out internet research with a strong attention to detail, good time management, and organisational skills.
5. Attendance at virtual meetings is mandatory, as these sessions are essential for team updates and performance check-ins.
6. Every team member is expected to be aware of data privacy, copyright laws, content handling best practices and being competent in the SAFETY and SECURITY of entrusted files to avoid copyright bridge that may warrant loss of information or corruption of information or prosecution.
7. Strict adherence to workspace equipment safety and management guidelines must be maintained at all times. Any damage to or loss of workspace equipment resulting from carelessness or improper handling will be resolved by deducting the current replacement cost of the item from the responsible staff member's salary or wages.

8. Every team member must be self-disciplined, tolerant, responsible and accountable. Being principled, with diligence and prudence to the ethics and etiquette of the work place. He or she must be able to manage the resources of CEFMORSI PLACE in relation to these: TIME, FINANCE, MATERIAL (Equipment - Workspace Tools), TALENT/SKILL AND PEOPLE.

Absence from Work

Unless an emergency occurs, team members needing time off must submit a 7-day advance notice via email to both the administrator and the workspace manager.

Management will review each request and provide formal feedback regarding its approval.

Unapproved absences or failure to observe this standard procedure will lead to appropriate disciplinary action.

Staff are expected to maintain dedication and prudence, requesting time off only when strictly necessary.

Dress Code & Grooming

At CEFMORSI Global Workspace, our professional appearance is a part of the reflection of the excellence and dedication we bring to our work.

While our work is conducted remotely, we believe that maintaining an excellent and modest appearance is essential to professional excellence.

We expect all team members to be well-dressed and modest at all times during working hours, regardless of the fact that we work from home. This commitment to a decent, professional appearance is mandatory for all virtual meetings and team interactions, ensuring we present ourselves with the dignity and readiness that our mission demands.

CEFMORSI Global Day:

Celebrating our impactful mission, CEFMORSI Global Day takes place annually on the 7th of September.

Personnel are exempt from regular duties on this day. Instead, they are encouraged to enjoy a celebratory outing with an external guest from their personal network, funded by an allowance from management.

To honour the occasion, it is preferred that this guest be a highly regular attendee of CEFMORSI Virtual monthly meetings or someone intimately familiar with your contributions at CEFMORSI Global Workspace.

Confidentiality & Non-Disclosure:

We expect all team members to maintain strict confidentiality regarding all files and information shared.

For all professional communication, team members must use the organisation-provided email address; the use of personal or private emails is prohibited unless explicitly authorised.

During all virtual meetings and discussions, team members are required to use the headphones provided at the time of employment.

Additionally, all files must be stored on the designated workplace Microsoft OneDrive (1TB storage) to ensure data security and confidentiality.

Every data and information regarding the workplace stored on any personal computer or storage device should be deleted at the point of exit from the workplace. No operational procedure or confidential information about the workplace should be shared with the public. This includes salary payment or other financial purchase receipts, written publications (unless required), emails, etc.

Failure to comply with our confidential and non-disclosure policy may lead to immediate termination from the workplace.

Conflict Resolution Policy

Conflicts are a potential occurrence at every workplace. However, at CEFMORSI Global Workspace, every team member is expected to maintain professionalism at all times, following our clear conflict resolution guideline, as listed below:

1. If any team member communicates with you wrongly or offends you, you immediately communicate/report whatever the case may be to the workplace manager through the official communication channels (E-mail) providing detailed information.
2. An immediate meeting would be called for with both parties or with individual parties to review the provided information and provide a resolution to whatever the case may be.
3. No use of derogatory words are permitted in the workplace, every team member must maintain professional communication with every team member.

Every team member is expected to always relate with every team member in a professional and godly manner. There will be no room for unprofessionalism or ungodly behaviour in the workspace, and failure to maintain a healthy working relationship, may lead to termination of employment.

Media & Public Statements

The following category of information are prohibited from being publicly available on social media:

1. Employment/Job Posting: Employment advertisements and job postings should not be posted on any public social media channels. You are only allowed to share privately.
2. Internal Operations Document/Files
3. Product files and source codes for websites, mobile applications, etc.

Members of the team are only authorised to share with the public via social media, graphics and contents that promotes our mission summed up into:

- Saving the lost soul
- Building the faith of the believer in Christ Jesus
- Restoring the backslidden back to their faith in Christ Jesus

Employment & Operational Policies

Employment Categories

CEFMORSI Global Workspace only employs full-time staff, to drive the goal and mission of the global workspace.

However, as the case may arise, we may go into having part-time, interns and contractual employment options.

Probationary Period

Every full-time employment comes with an initial six (6) months probationary period, after which, your continued status as a full-time staff member thereafter will be contingent upon your performance during this time.

Working Hours & Attendance:

Every staff must be able to work for 6hrs a day from 9.00am -15:30pm, Monday-Friday with 30mins of break time to be chosen after the first 3 hours of UNINTERRUPTED work, that is after the hour of 12:00pm, otherwise stated within the context of employment agreement.

Prompt attendance of 15 minutes prior to meeting time for workplace meetings should be adhered to at all times.

The set workplace meeting days and schedule would be communicated within the employment offer letter, provided to every successful candidate during the recruitment phase.

Remote (Virtual) Work Policy:

1. **Diligence & Prudence:** Showcasing a strong work ethic, effective time management, and complete honesty in all dealings.
2. **Operational Readiness:** Ensuring work devices are fully charged and managing your monthly data allowance to ensure zero downtime. If necessary, you must secure a location with stable internet connectivity to maintain productivity.

3. **Data Security:** Maintaining the confidentiality of the CEFMORSI database. You are responsible for the safety of your work equipment and must ensure no external party has access to sensitive files.
4. **Monthly Event Engagement:** Prompt attendance of virtual monthly events, including but not limited to Bible Study, Bible Teaching, and Prayer meetings, is a priority.
5. **Absence Due to ill Health:** To ensure business continuity and employee well-being, any absence from work due to health reasons must be supported by a valid medical certificate (doctor's note) upon your return.
Exceptions: In the event of a sudden medical emergency where obtaining a note in advance is impracticable, employees must notify their line manager as soon as possible. A formal doctor's note should then be provided as soon as reasonably practicable.

Reporting: All health-related absences must be communicated to the workspace manager in accordance with the organisation's standard notification procedures.

Performance Management:

To ensure improved level of productivity and standard level of performance, the following measures have been put in place:

1. **Pre-Employment Confirmation 6-Months Probation:**
This is a 6-months probationary period after the signing of the employment offer letter, of which your performance is closely monitored to ensure you are able to deliver with the role requirements and goals. After this six-months probationary period, you will be required to submit a self-appraisal report of your performance during this probationary period.

This report will be reviewed by management and you will be called upon to defend the appraisal report.

The result of this appraisal would confirm your full-time employment status.
2. **Quarterly Staff Performance Self-Appraisal:**
This self-appraisal is to be carried out after every four-months in a quarter.

Every confirmed full-time staff is required to do a reporting of the work carried out during the quarter, along with exceptional results achieved at this time.

This report should be sent to the workspace manager for review, and an individual review would be carried out to celebrate the results achieved and set new goals for the next quarter.

3. Promotion/Staff Wages Review Appraisal:

This appraisal is requested occasionally in the case of a promotion or staff wages review. The selected individual or team members are expected to carry out this self-appraisal to be submitted for review by management.

Resignation & Termination from the Workspace:

Any staff that wishes to leave the workspace has to send in an official resignation letter with a minimum of 30 days (1 Month) notice period to the workspace manager and the workspace admin email address.

This email is to be acknowledged to begin the termination process which includes:

- Announcement/Opening of the role for recruitment
- Submission of every workplace asset/gadget/tools to the workspace manager/admin
- Termination of official email address
- Deletion of any workspace confidential material/documentation from personal records or storage devices.

In the case where the staff is dismissed, there shall also be a one-month notice of termination from the workspace, and full wages for the month would be paid into the provided account, at the end of the one-month notice period.

Compensation, Benefits & Leave

Payroll & Payment Schedule

The agreed monthly wages will be paid into the provided bank account at least two to three working days before the end of the month and for any

changes otherwise, you will be duly informed without prejudice, sentiment and dissimulation.

A payslip receipt would also be shared to your official email address, and you are expected to confirm receipt of payment of wages.

Data Allowance

An agreed data allowance would also be sent at the end of the month to pay for internet access. This should be used judiciously and a receipt of data purchase should be shared accordingly to the workspace manager.

Leave Entitlements

- 1. Annual Leave:** Every team member shall be entitled to 15 working days per year (excluding public holidays and emergencies). However, this has to be taken in batches with a maximum of 5 days in one batch, subject to administrative approval, based on operational demands.
- 2. Maternity Leave:** In a situation where a team member gives birth to a child, the staff shall be entitled to 90 days (3 Months) to be absent from work for proper recovery and care for the mother and baby.
- 3. Marriage Leave:** Every team member shall be entitled to 10 working days absence from work. This can be split into the first 5 days before the wedding and another 5 days after the wedding, otherwise a full 10 days off work, subject to approval.
- 4. Paternity Leave:** A male team member shall be entitled 10 working days off time to allow fathers to support their families during the early postnatal period.
- 5. Annual Leave Planning:** To ensure smooth operational continuity and effective scheduling, all members of staff are required to state and submit their projected leave timeline at the beginning of each calendar year.

Important Note: To maintain adequate office coverage and business continuity, no two staff members may be on leave at the same time. Leave schedules will be coordinated and approved on a first-come, first-served basis relative to operational requirements.

Benefits & Welfare

Medical Health Insurance: Every team member is entitled to a yearly health insurance fund of a specific amount, to be communicated during the time of employment.

This is to assist in sorting out any health/medical bills that may arise.

Note: The health insurance fund is only accessible on the provision of a professional health clinic/hospital receipt and not for personal treatment purposes.

Other workplace benefits includes but not limited to:

1. A purpose-driven work environment where your faith and skills thrive.
2. Reduced working hours and observance of national public holidays.
3. Monthly data stipend to support internet access.
4. Access to work gadgets and equipment for you to work.
5. Occasional team training for professional and spiritual growth.
6. Gift and financial support during times of celebration and personal events including weddings, child birth, burial of immediate family members, to be approved by management.

Technology, Assets, & Security

Acceptable Use of Workplace Assets

A workplace ID Card, and other work gadgets would be provided to every staff after the signing of the offer letter. It is expected that you take proper care of the work equipment as you would have to **pay for any damage that comes to the equipment/work tools in your care, if not properly managed.**

Your work laptop is for official and work purposes only, and should always be used only during working hours, unless otherwise stated.

During holidays, and leave, every workplace asset in your possession must be kept safe and secured at all times.

In a situation where you notice the malfunctioning of any workplace asset, or the loss of any item, immediately report to the workplace manager, copying the workplace admin via your official work email address.

Use of Workplace E-mail Address

An official email address for the workspace would be set up after the signing of the offer letter. This should always be your medium for communication within the workspace, unless otherwise stated.

Every email sent from the official workplace email address should also accompany your setup signature/sign off to authenticate the source of the message. This means that you have to immediately set up your signature/sign-off as soon as you get onboarded to the official email address.

If you are unable to do so, please reach out to the workspace manager, for it to be resolved promptly.

Also note that your official email address should not be used for purposes outside of the workspace, unless you are explicitly required or informed to do so.

Failure to comply with the acceptable use of workplace assets would lead to the following sanctions including but not limited to:

1. A written sanction letter to be responded to
2. Suspension with a possible pay deduction
3. Termination of Employment

Data Protection & Cybersecurity:

1. Use of Passwords:

It is mandatory to utilise secure, robust, and uncompromised passwords at all times.

These credentials must be at least 8 characters in length and feature a combination of uppercase letters, lowercase letters, numbers, signs, and symbols.

To minimise the risk of cyber hacks and security breaches, it is required

that all workspace-related passwords be updated every three months, this includes your workplace email passwords.

2. File Storage and Data Backup:

A 1 terabyte storage OneDrive is available to every staff member, to store files and documents on the cloud, in addition to the external flashdrive/hard drive provided at the time of employment, as part of workplace gadgets and tools.

You are expected to periodically backup all files on your computer (ideally at the end of every month) to both the external hard drive/flash drive and on the cloud via Microsoft OneDrive.

This is to mitigate against loss of any information in a situation of a system crash or failure.

Please ensure you adhere strictly to this.

Health, Safety & Disciplinary Procedures

Health & Safety

At CEFMORSI GLOBAL WORKSPACE we value and give attention to the health and wellness of every staff.

Hence you are required to abide by the following health guidelines laid out by management:

1. On acceptance of the role through the signing of the offer letter, every staff member is required to carry out a health fitness test, to know for yourself your health status.
2. To ensure full capability to perform their duties, all staff members are expected to undergo a routine medical assessment at the start of each year. While there is no requirement to submit these results to management, employees must be prepared to present them during a workplace meeting on a designated date.

Please note that staff members have the option to request up to 50% of their total health insurance allowance to fund this fitness test at the start of the year.

3. To address security concerns and ensure the organisation remains updated on the location of all team members, every staff member is required to duly notify the organisation of any changes to their address or location, including travel or relocation from their initial place of employment.
4. To guarantee that the organisation possesses current contact details for establishing your whereabouts and confirming your wellbeing during periods of absence, all personnel are required to submit revised information for their next of kin and guarantors after every six (6) months.

Disciplinary Procedures

The following are the disciplinary procedures to be adhered to within the workspace.

1. Failure to meet-up with work expectations and goals over a period of time would be escalated to management, for a work review discussion, and if no changes are witnessed after this discussion, other measures including but not limited to:
 - A written sanction letter to be responded to
 - Suspension with a possible pay deduction
 - Termination of Employment
2. Other acts of indiscipline, gross misconduct and workplace conflicts would also have the above listed measures.

Conclusion

Thank you for joining us in this work for kingdom expansion through the CEFMORSI Global Workspace.

We are committed to fostering a supportive, productive, and spiritually enriching environment where your skills can flourish in service of our mission.

As we work together to impact the world, let us uphold these values with diligence, integrity, and unity, knowing that our collective efforts contribute significantly to the advancement of the Kingdom.

Should you have any questions or require further clarification on any of the policies outlined in this handbook, please do not hesitate to contact the management team.

Also be informed that this Staff Handbook is subject to change and further review as the work progresses.

Welcome aboard!

Signed:

CEFMORSI



CEFMORSI