

## CODE OF CONDUCT

As part of the Safe Environment Program requirements, the organization adopts an Adult Code of Conduct. The organization will incorporate the following Code of Conduct into all the organization sponsored programs and events in which adults and minors participate. It may be preceded or followed by additional language.

The Arch/Diocese the Organization is located in may also require Volunteers and personnel, whether under direct authority and/or control or not to adhere to its own Adult Code of Conduct. Such requirements will supersede any lesser requirements under the organization's Code of Conduct.

Young people are among the most important gifts God entrusts to us. As an adult participant in a the organization sponsored event or program, I promise to strictly follow these policies and the following standards as a condition of my providing services to the organization

### **I will:**

Conduct myself in a manner that exhibits the highest Christian ethical standards and avoids even the appearance of impropriety, and therefore I will:

1. Report suspected abuse of any minor to the appropriate authorities.
2. Cooperate fully in any investigation of abuse of minors.
3. Develop and maintain the level of skill required to be competent.
4. Be knowledgeable of and adhere to all applicable aspects of *the Safe Environment Program of the Organization*.
5. Complete training in minors' protection through VIRTUS or any other acceptable means, and in my Arch/Diocese if required.
6. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
7. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, or physical or mental abilities.
8. Use positive reinforcement and communication rather than criticism, unhealthy competition, or comparison.
9. Become thoroughly familiar with the objectives and guidelines of the program in which I am participating and strive to achieve these objectives and communicate them appropriately.
10. Be aware of and adhere to emergency plans and evacuation routes appropriate to the program in which I am participating.
11. Be responsible and/or accountable for stewardship of all resources entrusted to my care.
12. Uphold the authority of those responsible for the program or activity in which I am participating and assist them in every way to encourage learning and to conduct fair and impartial events.
13. Avoid situations where I am alone with minors, always following the two adult rule. When I need to have an individual conference with a minor, I will do so in a place that is visible to others and well-trafficked.
14. Avoid any form of excessive familiarity, inappropriate language, or any situation and conduct that exploits or could give the appearance of exploiting another.
15. Follow practices that consistently exhibit no tolerance for any form of abusive behavior.
16. Follow practices that demonstrate appropriate relationships between Volunteers and personnel and minors that are important for a child's development and a positive part of work.

17. Not provide false or misleading information on the Safe Environment Questionnaire.
18. Establish and at all times maintain appropriate relationship with youth/minors I come into contact with. This includes not establishing texting relationships, sharing personal cell phone information, etc.

**I will not:**

1. Use physical affection to initiate inappropriate contact with minors.
2. Touch a minor in a sexual or other inappropriate manner.
3. Smoke or use tobacco products in the presence of minors.
4. Drink alcohol at any time during an RC Activities event in which minors are present.
5. Purchase tobacco products for or distribute tobacco products to minors.
6. Use, possess, or be under the influence of alcohol while supervising minors or while participating in an organization event for minors.
7. Purchase alcohol for or distribute alcohol to anyone under the age of 21.
8. Use, purchase, possess, distribute, or be under the influence of illegal drugs at any time.
9. Purchase, download, possess, or distribute pornography at work.
10. Pose any known health risk to minors (i.e., no fevers or other contagious situations).
11. Humiliate, ridicule, threaten, demean, nor degrade minors or others nor tolerate such behavior in the environment for which I am responsible.
12. Use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes but is not limited to spanking, slapping, pinching, shaking, hitting or any other physical force as retaliation or correction for inappropriate behavior of a minor.
13. Use profanity in any form in the presence of minors.
14. I will not give full frontal hugs to students
15. I will not show affection in isolated areas of the building, such as closets, adult only areas, or other private rooms.
16. I will not allow a student to lay his/her head on the shoulder.
17. I will not put the arms around the waist of another person or walk around with arms around the shoulders of another student.
18. I will not share the bed with a student.
19. I will not touch the knees or legs of a student, unless for a medical emergency reasons.
20. I will not wrestle with students.
21. I will not tickle or give piggyback rides to students.
22. I will not allow a student to cling to the legs.
23. I will not give any type of massage
24. When using any organization sponsored electronic application/device:
  - a. I will not use harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments.
  - b. I will not engage in sexually oriented conversations.
  - c. I will not post inappropriate comments on pictures.
  - d. I will not sent private messages between Volunteers and personnel and minor.