



Diocese of Trenton Volunteer/Employee Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children and youth of our *[please input the ministry/area and parish for which this applies to.]*

As a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone including vulnerable adults (those who habitually lack the use of reason) with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the Child Protection Service agency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a disorderly person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer/employee during the course of my ministry or employment, I will not:

- Smoke or use tobacco products in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of alcohol at any time in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of illegal drugs at any time in the presence of children and/or youth.
- Distribute pornography to children or youth.
- Attend ministry or employment obligations that would pose a serious health risk to children and/or youth (i.e., fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner. I will ensure that all physical contact is P.A.N. (public, appropriate & non-sexual)
- Use any discipline that frightens or humiliates children and/or youth. Discipline issues will be referred to the administrator or principal
- Use profanity in the presence of children and/or youth especially while performing assigned duties.

I understand that as a volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth.

Volunteer/Employee Printed Name

Volunteer/Employee Signature

Date