

## CODE OF CONDUCT FOR Archdiocese of Regina Employed Personnel

As someone who ministers to the People of God, I will maintain a professional role and be mindful of the trust and power I possess as I minister to them. In the case where I have been entrusted with the care of children and/or vulnerable person, I will maintain an appropriate standard of conduct in my service to them. To achieve this, I will:

- ❑ Accept the responsibility to set reasonable boundaries in relationships with others.
- ❑ Never touch a minor in a sexual way or other inappropriate manner.
- ❑ Never be alone with a minor in a residence, motor home, sleeping facility or any other closed room.
- ❑ Never share a bed with a minor.
- ❑ Never drive alone with a minor in a vehicle or take a person under age (less than 16 years of age) on personal trips or vacations.
- ❑ Never give or receive expensive gifts from a minor or vulnerable person.
- ❑ Never provide drugs, alcohol, or tobacco products to a minor.
- ❑ Never use, possess, or be under the influence of illegal drugs.
- ❑ Never be under the influence of alcohol or drugs when engaged in ministry.
- ❑ Never engage in physical discipline for behaviour management of minors. No form of physical discipline is acceptable.
- ❑ Never introduce sexually explicit or pornographic topics, vocabulary, music recordings, video recordings, films, games, web sites, computer software or entertainment.
- ❑ Prepare children for the celebration of the sacraments of first reconciliation, first communion and confirmation in a group format, refraining from one-on-one instruction.
- ❑ Exercise caution in communicating with minors through written correspondence, e-mail or the internet.
- ❑ Avoid meeting privately with minors in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor is needed, the ordained minister will first obtain prior parental approval and will meet only in an appropriate setting, avoid isolated rooms.

- ❑ Conduct one-on-one private meetings with adults in a public space or with clear glass openings where possible.
- ❑ Limit my communications with minors through correspondence, e-mail or internet are to be limited to work or ministry related matters.
- ❑ Only share work/ministry related e-mail addresses with minors.
- ❑ Do not participate in chat rooms or face-book with minors.
- ❑ Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics, etc.) for which I am responsible has been approved in advance by the appropriate administrator.
- ❑ Have adequate number of adults present at all events. A minimum of two adults in supervisory roles must always be present during activities of minors.
- ❑ Release young people only to parents or guardians, unless the parents or guardian has provided permission allowing release to another adult.
- ❑ Avoid taking minors away from the parish, school or agency for field trips, etc. without another adult present in a such activities. (Permission slips will include the type, locations, dates, and times of the activity and emergency contact number.)

## CODE OF CONDUCT ACKNOWLEDGMENT FORM Archdiocese of Regina Employed Personnel

Parish \_\_\_\_\_

Or Place of Employment \_\_\_\_\_

Date \_\_\_\_\_

I have received a copy of the **Code of Conduct for Church Personnel**. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the “Practical Suggestions” and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

The signed Code of Conduct Acknowledgment Form shall be kept in the employee personnel files at the parish or at the place of employment.

## PRACTICAL SUGGESTIONS

These are some practical suggestions for identifying permissible and impermissible conduct.

### 1. Conduct That May Be Permissible

Appropriate affection between Church personnel and minors constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- Verbal praise.
- Handshakes.
- “High-fives” and hand slapping.
- Hugs.
- Sitting beside small children.
- Holding hands during prayer.
- Pats on the shoulder or back.
- Holding hands while walking with small children.
- Kneeling or bending down for hugs with small children.
- Pats on the head when culturally appropriate.

### 2. Conduct That is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used:

- Inappropriate or lengthy embraces.
- Piggyback rides.
- Touching knees or legs of minors.
- Wrestling with minors.
- Kisses on the mouth.
- Tickling minors.
- Holding children on the lap.
- Touching buttocks, chests or genital areas.
- Any type of massage given by minor to adult.
- Any type of massage given by adult to minor.
- Any form of unwanted affection.
- Compliments that relate to physique or body development.
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.

*Archdiocese of Regina*



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