



DIocese OF OGDENSBURG

Office of Safe Environment

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Roman Catholic Diocese of Ogdensburg

Code of Conduct for Adult Volunteers/Workers

This Code of Conduct is for use with adults over 18 years who serve as volunteers or are in work placement in parishes or schools. Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct for Adult Volunteers as a condition of my providing services to the children and youth of our [*parish, school, facility, diocese, etc.*].

As a volunteer, I will:

- Treat everyone with respect, professionalism, patience, integrity, courtesy, dignity, and consideration, using positive reinforcement rather than criticism when working with children and/or youth.
- Consider a vulnerable person who habitually lacks the use of reason equivalent to a minor.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Refuse to accept expensive and/or inappropriate gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive and/or inappropriate gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the vicar/pastor, administrator, or appropriate supervisor.
- Cooperate fully in any investigation of abuse of children, vulnerable adult, and/or youth.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children, vulnerable adult(s) and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Engage in sexual intimacies with the persons counseled. This includes consensual and nonconsensual contact, forced physical contact, sex texting, and inappropriate sexual comments.
- Use, possess, purchase, or give pornographic material to a minor.

- Use physical force, humiliate, ridicule, threaten, or degrade children, vulnerable adult(s) and/or youth.
- Touch a child, vulnerable adult(s), and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children, vulnerable adult(s), and/or youth.
- Use profanity in the presence of children, vulnerable adult(s) and/or youth.

I understand that as a volunteer working with children and/or youth, I am required to attend a "Diocesan Approved" Safe Environment Training session and to have 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 with children and/or youth. This form is to be kept in the parish, school, facility, or diocesan office.

Volunteer's Printed Name: _____

Volunteer's Signature: _____

School/Parish/Organization: _____

Signature of Supervisor: _____

Date: _____

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