



# SAFE ENVIRONMENT PROGRAM

## ARCHDIOCESE OF NEW YORK

### CODE OF CONDUCT FOR EMPLOYEES & VOLUNTEERS

### WORKING WITH CHILDREN & YOUNG PEOPLE

The conduct of those working for Archdiocesan parishes and affiliated agencies and volunteering in our programs must reflect the mission of the Church to teach Christ's truth and extend his love and care to all. In addition, there is a heightened concern that those working with children and young people recognize the importance of legal, professional and responsible conduct.

As an employee or volunteer I recognize the following values:

- To realize that my conduct affects others whom I serve and therefore should help fulfill the Church's mission as outlined immediately above.
- To work collaboratively with my supervisor, colleagues and those whom I supervise to foster an atmosphere of respect in the places where I work or serve.
- To work within the limits of my position, professional competence and, if applicable, licenses, certifications, etc., to abide by the codes of conduct of these positions and professions; to seek appropriate referrals and consultations when issues arise that need the assistance of other professionals; and readily seek the advice of supervisors when appropriate.
- To recognize the great influence I have in working with children and young people and therefore engage in positive behavior and maintain appropriate boundaries in my relationship with children and young people. Certain specific behaviors are to be sought; others are to be avoided. They include the following:
  - Not to engage in any covert or overt sexual behaviors with any child or young person with whom I work; to avoid any sexual innuendo; to avoid sexual comments or jokes or the display of such material;
  - To be attentive to warning signs that might indicate the potential violation of sexual boundaries;
  - To advise my supervisor of any initiation of sexual talk or behavior by those children or young people under my supervision directed toward myself or another adult employee or volunteer;
  - Not to share personal space, such as sleeping quarters, alone with children or young people in unsupervised settings;
  - Not to give gifts to children or young people;
  - To always be with another adult or be in the proximity of another adult when working with children or young people in unsupervised settings;
  - Not to use or be under the influence of alcohol or drugs when working with children or young people;
  - Not to use profanity when working with children or young people.
- To adhere to civil law and Archdiocesan policy about reporting any suspected cases of abuse or neglect of children or young people.
- To advise my supervisor of any violations of this code and in particular any information that should be shared to avoid a child or young person being harmed.
- To participate in training sessions required by the parish or agency to foster a safe environment and to prevent the sexual abuse of children and young people.
- To submit to an appropriate background check according to Archdiocesan policy.

I understand that any action that I take that is in violation of this Code may result in disciplinary action up to and including removal from my position. Such disciplinary action will be taken in accord with established personnel policies of the Archdiocese, and the parish or agency where I work or serve, and any applicable collective bargaining agreements.