

Diocese of Brooklyn

Code of Pastoral Conduct

For All Parish and Diocesan Employees

The mission of the church is to teach Christ's truth and extend his love and care to all. Further, those working with children, young people and those who habitually lack the use of reason must demonstrate concern for and recognize the importance of legal, professional, and responsible conduct. This behavior must be reflected in the conduct of all Parish and Diocesan employees and employees of affiliated Diocesan agencies.

The following **Code of Conduct** applies to all Parish and Diocesan employees who interact with or who have any access to children, young people and/or those who habitually lack the use of reason. This includes but is not limited to administrators, teachers, support, clerical, and maintenance and building staff.

As an employee, I recognize, support and will promote the following values:

- 1.1. To realize that my conduct affects others whom I serve and therefore should help fulfill the Church's mission as outlined immediately above.
- 1.2. To work collaboratively with my supervisor, colleagues and, if applicable, those whom I supervise to foster an atmosphere of respect in the places where I work or serve.
- 1.3. To work within the limits of my position, professional competence and, if applicable, licenses, certifications, etc., to abide by the accepted standards 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.
- 1.4. To recognize the great influence, I have in working with children, young people and adults and therefore engage in positive behavior and maintain appropriate boundaries in my relationship with all parishioners. Certain specific behaviors are to be sought; others are to be avoided. They include the following:
 - 1.4.1. To be attentive to warning signs that might indicate the potential violation of sexual boundaries.
 - 1.4.2. To advise my supervisor of any initiation of sexual talk or behavior by those children, young people or adults under my supervision directed toward myself or another adult employee.
 - 1.4.3. To attempt to be with another adult or be in the proximity of another adult when working with children, young people or those who habitually lack the use of reason in unsupervised settings; not to engage in any covert or overt sexual behaviors with any person with whom I work; to avoid any sexual innuendo; to avoid sexual comments or jokes or the display of such material.

- 1.4.4. To enforce appropriate boundaries and guidelines so that no sexual abuse or sexual behavior with minors or vulnerable adults can take place.
- 1.5. To adhere to civil law and Diocesan policy about reporting any suspected cases of abuse or neglect of children, young people or those who habitually lack the use of reason. To advise my supervisor of any violations of this Code and in particular any information that should be shared to avoid a child, young person or those who habitually lack the use of reason being harmed.
- 1.6. To participate in training sessions required by the diocese, parish, or agency to foster a safe environment and to prevent the sexual abuse of children, young people and those who habitually lack the use of reason.
- 1.7. To submit to the appropriate background check according to Diocesan policy.

As an employee I WILL NOT

- 2.1. Interact with children, young people or those who habitually lack the use of reason through E-mail, social network sites, or other forms of electronic communications except for delivering information for the program I am providing.
- 2.2. Assist children, young people or those who habitually lack the use of reason to access pornography or other sexual material online or influence their exploration of pornography through any media outlet.
- 2.3. Use parish, school or any agency computers or other electronic communications to participate in chat rooms or engage in social interaction on any social network sites.
- 2.4. Photograph or use photographs of children young people or those who habitually lack the use of reason without the explicit permission of their parents or legal guardian.
- 2.5. Use or be under the influence of alcohol or drugs when working with children, young people or those who habitually lack the use of reason.
- 2.6. Possess, distribute, or acquire, in any form images of child/youth pornography.
- 2.7. Use profanity or any other inappropriate language when working with children, young people or those who habitually lack the use of reason.

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