

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 minors¹ 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 Code of Pastoral Conduct for Parish and Diocesan Employees (hereinafter the "Code") applies to all Parish and Diocesan employees. This includes, but is not limited to, administrators, teachers, and support, clerical, maintenance and building staff.

I understand that any action that I take in 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. I agree to sign the hard copy Acknowledgment Form or the electronic acknowledgment, and, if signed in hard copy, return the Acknowledgment Form to the designated office, before providing services.

As an employee, I will:

- 1.1. Realize that my conduct affects others whom I serve and therefore should help fulfill the Church's mission as outlined immediately above.
- 1.2. Work collaboratively with my supervisors, colleagues and, if applicable, those whom I supervise to foster an atmosphere of respect in the places where I work or serve.
- 1.3. 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. Recognize the great influence that I have in working with minors and therefore engage in positive behavior and maintain appropriate boundaries in my relationship with all parishioners.
- 1.5. Be attentive to warning signs that might indicate the potential violation of sexual boundaries.
- 1.6. Advise my supervisor of any initiation of sexual talk or behavior by those minors under my supervision directed toward myself or another adult employee.

¹ A minor is defined as any person who is not yet eighteen years of age, or one who habitually lacks the use of reason, in compliance with the *Charter for the Protection of Children and Young People*.

- 1.7. Attempt to be with another adult or be in the proximity of another adult when working with minors in unsupervised settings.
- 1.8. Avoid any sexual innuendo, and avoid sexual comments or jokes or the display of such material.
- 1.9. Enforce appropriate boundaries and guidelines so that no sexual abuse or sexual behavior with minors can take place.
- 1.10. Adhere to civil law and Diocesan policy about reporting any suspected cases of abuse or neglect of minors, including the Policy and Procedures Regarding Sexual Abuse of Minors.
- 1.11. Advise my supervisor of any violations of this Code and in particular any information that should be shared to avoid a minor being harmed.
- 1.12. Participate in training sessions required by the Diocese, parish, or agency to foster a safe environment and to prevent the sexual abuse of minors.
- 1.13. Submit to the appropriate background check according to Diocesan policy.
- 1.14. Report any instance when I encounter a minor in an inappropriate area on Diocesan property.
- 1.15. Ensure that allegations regarding sexual misconduct or abuse of a minor are reported to the Diocese's toll-free Reporting Line at 1-888-634-4499 or via the online form available at <https://dioceseofbrooklyn.org/protecting-children/report-abuse/>, either by the complainant or by myself.

As an employee, I will not:

- 2.1. Engage in any covert or overt sexual behaviors with any person with whom I work.
- 2.2. Touch a minor in a sexual or other inappropriate manner, including striking, spanking, shaking, or slapping a minor.
- 2.3. Humiliate, ridicule, threaten, or degrade minors.
- 2.4. Use any discipline that frightens or humiliates minors.
- 2.5. Interact with minors through e-mail, social network sites, or other electronic communications except for delivering information about a bona fide parish program.
- 2.6. Possess, distribute, or acquire, pornography in any form.
- 2.7. View pornographic materials on any Diocesan property, show pornographic materials to minors or share such material with them, or assist minors in accessing pornography.
- 2.8. Use parish, school, or any agency computers or other electronic communications to participate in chat rooms or social network sites except for bona-fide parish or agency purposes.

- 2.9. Photograph minors or post said photographs without the explicit verifiable consent of the parents or legal guardians.
- 2.10. Use or be under the influence of alcohol or drugs when working with minors.
- 2.11. Provide alcohol or drugs to minors.
- 2.12. Use profanity or any other inappropriate language when working with minors.
- 2.13. Take minors on a trip without either parental consent or other adults being present.
- 2.14. Give extravagant gifts to minors and/or inappropriate gifts that reveal favoritism towards a single or small group of minors.
- 2.15. Deny or hinder the Diocese's ability to inspect, review, and access all matters on any systems maintained or provided by the Diocese, including email and computer systems.