Strengthening
Our Parish Communities
RC DIOCESE OF CALGARY

AGREEMENT TO MODEL CODE OF CONDUCT

I understand that the complete *Model Code of Conduct* is available to the public and is accessible on the Diocese website (www.calgarydiocese.ca). I promise to strictly follow the rules and guidelines in the *Model Code of Conduct* as a condition of my ministry, employment or in providing services to the Diocese, including any children and vulnerable persons of our Diocese. Further:

I WILL:

- Attend as scheduled and be punctual; absent myself only for good and sufficient reason, and notify the necessary person of anticipated or unforeseen absences;
- Perform duties and discharge responsibilities safely, effectively, and with proper regard for time and material;
- Be courteous and cooperative in my relations with other personnel and with those whom they serve;
- Conduct myself, both on and off the job, in a manner that reflects credit to my Parish/ministry/program;
- Dress appropriately;
- Demonstrate an awareness of, and respect for sexual, cultural and physical differences in my relationships with participants, other personnel and the whole parish community;
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- Avoid situations where I am alone with children (under 18 years old) and/or vulnerable persons at Church activities;
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or vulnerable persons;
- Refuse to accept expensive gifts from children and/or vulnerable persons or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or vulnerable persons without prior written approval from the parents or guardian and the pastor or administrator;
- Report suspected abuse to the pastor, administrator, or appropriate supervisor.
  I understand that failure to report suspected abuse of children (under 18 years old) to civil authorities is a provincial offence.
- Abide by the Two-Adult Rule.
- Cooperate fully in any investigation under this *Code of Conduct*.

I WILL NOT:

- Smoke, use or distribute tobacco products in the presence of children and/or vulnerable persons;
- Use, possess, distribute or be under the influence of alcohol at any time while exercising my ministry or providing services;
- Use, possess, or be under the influence of illegal drugs at any time;
- Pose any health risk to children and/or vulnerable persons *(i.e*., no abuse, no fevers or other contagious situations);
- Strike, spank, shake, or slap any person, including children and/or vulnerable persons;
- Humiliate, ridicule, threaten, or degrade any person, including children and/or vulnerable persons;
- Touch a child/vulnerable persons in a sexual or other inappropriate manner;
- Use any discipline that frightens or humiliates children/vulnerable persons;
- Carry or provide firearms; switchblade knives and knives with a blade longer than five inches; dangerous chemicals; explosives including blasting caps; chains and/or any other objects carried for the purpose of injuring or intimidating;
- Use profanity in the presence of children and/or vulnerable persons;
- Make any public pronouncements on potentially contentious theological or moral issues in the name of the Diocese, Parish or Program which might be constructed as having been made with authority unless I have been given that authority by the Diocese.

I understand that in working with children and/or vulnerable persons or if I have access to parish financial accounts or accounting software, I am subject to 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 appropriate disciplinary action and removal from my ministry or duties.

Printed Name	***Signature***

Date

Original signed copy to be kept on individual's personnel file.