CODE OF PASTORAL CONDUCT AND ACCOUNTABILITY FOR VOLUNTEERS

Mandated on May 6, 2021

ROMAN CATHOLIC DIOCESE of Calgary

HUMAN RESOURCES

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Professional Pastoral Standards

The Code of Pastoral Conduct and Accountability for Volunteers (the "Code") provides guidance for the conduct of all volunteers carrying out ministries and activities on behalf of the Diocese, parishes, offices, programs or related Catholic lay associations and organizations. It is intended to ensure practices of accountability by considering a variety of circumstances that, if not appropriately addressed, may create a risk of boundary violations, incidents of misconduct or abuse, allegations, claims and/or lawsuits.

Volunteers, who act in the name of the Church in virtue of their participation in the work of the Diocese and the parishes, are in a position of trust and authority. They must be held accountable for their actions and behaviours in their ministry. Therefore, in order to maintain the highest level of accountability, there must be clear and unambiguous guidelines for appropriate and inappropriate behavior and conduct, ministry, and pastoral activities. Thus, the Code provides guidelines, practices and procedures in promoting a safe environment for identifying personal and professional boundaries that must be respected and maintained. It also serves as a prudential guide in identifying best practices for ensuring safe environments, supporting expected practices of exemplary behaviours and activities for those entrusted with roles of pastoral ministry and service which reflect charity, justice and fairness in accord with the teachings of the Catholic Church and the applicable laws of both canon law and secular laws.

The Diocese is committed to establishing, maintaining and implementing reasonable policies, associated practices, and procedures to ensure a safe environment and support volunteers. However, no policy manual or code of conduct can anticipate every circumstance or question concerning a policy. Questions about any aspect of the Code can be directed to your immediate supervisor or to the Human Resources Office.

It is the responsibility of all volunteers working within the Diocese to familiarize themselves with the Code, and the policies and procedures that apply to their role or ask their supervisor if they are uncertain which apply. A signed agreement form must be returned as part of the volunteer orientation package, signifying that the Code has been reviewed and that the volunteer will comply with the established policies and guidelines.

The Diocese, upon its own authority may determine, alter or modify policies, procedures, or other statements made in this document. The current version of the Code, including updates will be available on the Diocese website.

Related Policies & Applicable Documents:

- *Human Resources - Codes of Pastoral Conduct and Accountability Policy #810-001; HR Policies, Procedures and Guidelines Manual*

Strengthening Our Parish Communities

The *Strengthening our Parish Communities (SOPC) Program* was introduced in 2010 throughout the Diocese and as a comprehensive Ten Step process to screen and monitor volunteers. It is intended to ensure that volunteers' involvement is meeting the needs of the Diocese, the populations they serve and the volunteers themselves. Screening is a process that helps match people with volunteer positions while improving the quality and safety of the programs and services offered. Volunteers are responsible for completing the applicable steps required in the screening process that apply to the role which they will be performing.

- Volunteering in programs whose participants are minors and/or vulnerable adults is contingent on the volunteer obtaining satisfactory clearances (i.e. Vulnerable Sector Police Information Check, Intervention Record Check) prior to commencing in their role. These clearances must be updated as per Diocesan policy – every 5 years.

- Volunteers are required to complete all assigned Praesidium *Sexual Abuse Prevention* training modules as appropriate to their role. They agree to complete those required modules within the specified timeframe and before commencing in their role when supporting programs that provide service to minors and/or vulnerable adults.

- The Praesidium training modules are a key element of the SOPC program. They provide information and learning that increase awareness of the conditions and opportunities that can manifest themselves in day-to-day activities in our diocesan or parish environment, which can lead to the potential for abuse to occur. It is everyone's responsibility to be aware and to prevent these conditions from being present, thereby reducing the risk.

- Volunteers working directly with minors and vulnerable adults will be required to adhere to established boundaries and guidelines for working with children and vulnerable adults as outlined in the Code.

Related Policies & Applicable Documents:

- *Human Resources - Strengthening Our Parish Communities Policy#810-034; HR Policies, Procedures and Guidelines Manual*
- *Human Resources – Police Information Checks and Intervention Record Checks Policy #810-005; HR Policies, Procedures and Guidelines Manual*
- *Volunteer Engagement -Volunteer Screening Policy #810-050; Volunteer Engagement-Policies, Procedures & Standards Manual*
- *Policy and Procedures for the Prevention and Management of Sexual Misconduct and Abuse*
- *Working with Children and Vulnerable Adults: Boundaries and Standards*

Personal Well-Being of Volunteers

Volunteers have the duty to be responsible for their own personal well-being - spiritual, physical, mental, and emotional health.

- They must be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
- They should seek out help immediately whenever they notice behavioural or emotional warning signs in their own professional and/or personal lives.
- They are to be responsible in addressing their own spiritual needs.

Professional Conduct

The following are some of the professional conduct expectations for volunteers:

- Attend when scheduled and be punctual in volunteering.
- Absent oneself 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 relations with other volunteers, staff, personnel, and those receiving the services of the ministry;
- Conduct oneself at all times in a manner that reflects favourably for the Church;
- Dress appropriately and ensure proper hygiene;
- Demonstrate an awareness of and respect for sexual, cultural, and physical differences in relationships with participants of programs, ministries and services, staff, personnel, volunteers, and the whole parish community;
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration;
- Avoid the following prohibited behaviours:
    - Engaging in any activities that pose a health risk to others;
    - expressing forms of aggression that frightens or humiliates people including striking, spanking, shaking, or slapping any person;
    - humiliating, ridiculing, threatening, or degrading any person;

- using, possessing, distributing or being under the influence of alcohol and drugs at any time while exercising ministry or providing services;
- and carrying or providing 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.

Confidentiality & Privacy

Volunteers must respect the rights of those they serve or work with by maintaining confidentiality in order to promote and uphold the personal dignity, good name and reputation of all involved. All confidential information shall be kept strictly confidential by volunteers, both during and after becoming a volunteer with the Diocese, unless otherwise permitted in advance, in writing, by their direct supervisor, to be disclosed, or unless required to be disclosed by the Diocese in normal operations or as required by law.

General Diocesan Information

- They must not divulge any confidential information communicated to, produced by, or acquired, directly or indirectly, as a result of or in relation to his/her participation in, and activities with the Diocese;
- They must not divulge any confidential information acquired, directly or indirectly, in the performance of his/her volunteer-related duties and responsibilities to any person or third party not authorized by the Diocese or required by law to have such information;
- They must not obtain a benefit, directly or indirectly, in consideration for revealing any confidential information; or
- Use confidential information in any personal undertaking in which the volunteer may be, or may become, involved.
- They must use reasonable efforts to protect all confidential information from unintended or accidental disclosure, and in the event such disclosure occurs, notify their direct supervisor in writing as soon as reasonably possible.
- They shall only use confidential information for the bona fide purposes of the Diocese and shall not use confidential information in any way whatsoever for the benefit of any person other than the Diocese.
- The obligations in this section to maintain confidentiality continue indefinitely after an individual has ended their volunteer assignment with the Diocese.

Related Policies & Applicable Documents:

- *Human Resources - Confidentiality and Privacy Policy #810-002; HR Policies, Procedures and Guidelines Manual*
- *Confidentiality Agreement (Form #HR-100); HR Policies, Procedures and Guidelines Manual*

Conduct with Minors and Vulnerable Adults

Volunteers must maintain an appropriate, open and trustworthy relationship between minors and vulnerable persons and their parents or adult supervisors.

- They must set appropriate boundaries in their relationships with others. It is their responsibility to set boundaries when dealing with minors and vulnerable persons.

- They are not to have intimate relationships with minors and vulnerable adults. Any sexual activity, relationship, or exploitation of a minor, or vulnerable adult is a violation of the *Criminal Code of Canada*. Such allegations are addressed in the *Policy and Procedures for the Prevention and Management of Sexual Misconduct and Abuse.*

- They are to review and know the contents of the child abuse regulations and reporting requirements for the Province of Alberta and should follow those mandates. These are also outlined in *the Policy and Procedures for the Prevention and Management of Sexual Misconduct and Abuse.*

- They must avoid situations where they are alone with minors and/or vulnerable persons at events or activities organized by the Diocese or by parishes.

- They should use positive reinforcement rather than criticism, competition, or comparison when working with everyone, especially children, adolescents, minors and vulnerable adults.

- They must not take a person under 18 years of age on personal trips or vacations.

- They must not to be alone with a minor or vulnerable adult in his or her residence or motor vehicle. Two non-related adult volunteers (Two-Adult Rule) are required when providing services or supervising one or more minors/vulnerable people. This includes transporting vulnerable persons (minors or vulnerable adults) in a motor vehicle.

- They are not to provide shared, private, overnight accommodation for minors or vulnerable persons. This includes, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or another place where there is no other adult supervision.

- They must refuse to accept expensive gifts from children, adolescents, minors, vulnerable adults and their parents and guardians without the prior written approval of their direct supervisor i.e. administrator or pastor.

- They must refrain from giving expensive gifts to children, adolescents, minors, and vulnerable adults.

- They shall not be alone in a washroom facility, public or private, with a child or vulnerable adult. In case of special physical and health needs, an agreement shall be made between the parents or guardian and the Diocesan employee prior to such events.

- Physical contact with minors and vulnerable persons can be misconstrued. If necessary, it should occur only in public, be culturally appropriate, and be viewed as respectful and completely nonsexual.

- Diocesan recreational and catechetical programs involving minors and vulnerable persons must ensure that there are two unrelated adults present at all times. One-on-one instruction with minors and vulnerable adults is to be avoided unless it is undertaken with or by their parents or guardians.

Related Policies & Applicable Documents:

- *Working with Children and Vulnerable Adults: Boundaries and Standards*
- *Policy and Procedures for the Prevention and Management of Sexual Misconduct and Abuse*

Reporting Sexual Abuse of Minors and/or Vulnerable Adults

All incidents or allegations of sexual abuse involving a minor and/or vulnerable person must be reported to the police and the appropriate civil authorities, and then the Bishop's Delegate. The *Policy and Procedures for the Prevention and Management of Sexual Misconduct and Abuse* guides the response of the Diocese to protect the rights of all involved first ensuring those of the victim and their family.

Fr. Timothy Boyle
Bishop's Delegate
403-330-5923
Timothy.Boyle@calgarydiocese.ca

► **Note:** Any person who has reasonable and probable grounds to believe that a minor is in need of protective services must report to the 24/7 **Child Abuse Hotline**: 1-800-387-5437 (KIDS). Help is available in multiples languages.

- Call 911 if you or the vulnerable person is in immediate danger.
- Failure to make a report is an offence.

Related Policies & Applicable Documents:

- *The Policy and Procedures for the Prevention and Management of Sexual Misconduct and Abuse*

Sexual Conduct

All people are called to live a life that exemplifies chastity in all their relationships based on their state of life and vocation in the Church.

Volunteers must not exploit the trust placed in them by individuals, faith communities, and the Church.

- They must not exploit another person for any reason, including for sexual purposes.
- They must behave in a professional manner and avoid developing inappropriate intimate relationships that could lead to sexual misconduct.
- The accessing, viewing, and/or distributing of pornography is not to be tolerated. Such actions and behaviours are morally unacceptable and a cause for immediate dismissal.
- The viewing, possessing, and/or distributing of child pornography is illegal. Any incidents related to this will be reported to the police.
- Showing sexually explicit or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view is not condoned or tolerated and must be reported.
- The making any sort of remark, comment, or joke that is in any way suggestive, explicit, or sexual is not condoned or tolerated and must be reported.

Related Policies & Applicable Documents:

- *Human Resources - Sexual Misconduct Policy #810-036; HR Policies, Procedures and Guidelines Manual*

Harassment

Volunteers must not engage in physical, psychological, written or verbal harassment and are not to tolerate such forms of harassment by others.

- They are to contribute to the promotion of a professional work environment that is free from any form of physical, psychological, written, or verbal intimidation or harassment.
- Harassment encompasses a broad range of physical, written, or verbal behaviour, including without limitation the following:
    - Physical or mental abuse.
    - Racial insults.
    - Derogatory ethnic slurs.
    - Disparaging remarks and treatment because of a disability.
    - Provoking bullying and ridicule as a result of illegal disclosure of medical information.
    - Unprofessional conduct such as inappropriate tone of voice, belittling behaviours such as eye-rolling, outwards signs of exasperation or frustration, condescending verbal and/or body language or inappropriate communication (i.e. verbally or through email exchange).
    - Unwelcome sexual advances or touching.
    - Sexual comments or sexual jokes.
    - Requests for sexual favours used as a condition of employment, or to affect other personnel decisions, such as promotion or compensation.
    - Display of offensive materials (i.e. photographs, drawings, or symbols).

    - Viewing, accessing, downloading, sharing, or printing pornographic materials from the internet or sources.

- Harassment can be a single incident or a persistent pattern of behaviour on the part of an individual or group of individuals that has the effect of creating a hostile, offensive, or intimidating work environment in the Diocese or parish which is never to be accepted nor tolerated.

- All incidents of harassment are taken seriously and must be reported immediately to the appropriate parish and diocesan supervisory personnel who should then contact the Human Resources Manager at the Catholic Pastoral Centre to report such incidents.

Related Policies & Applicable Documents:

- *Human Resources - Workplace of Respect Policy #810-035; HR Policies, Procedures and Guidelines Manual*

Reporting Sexual Misconduct or Harassment

Anyone who believes they have been the victim of sexual misconduct or harassment by an employee of the Diocese or volunteer should immediately report the incident to their immediate Supervisor, the Human Resources Office, or by calling the confidential diocesan information hotline, *If You Choose to Talk About it,* 1-833-547-8360.

Christine Parent
Human Resources Manager
403-218-5549
Christine.Parent@calgarydiocese.ca

Any volunteer who knows or has reason to know of incidents, allegations, or acts of sexual misconduct or harassment shall promptly inform one of the above listed individuals.

- Employees are required to disclose all information including the names of the parties to help ensure that the Human Resources Office will be able to act.

- Volunteers will be asked to disclose the names of the parties involved in the incident, as well as other potential witnesses, in order for the Human Resources Office to be able to act on the information. In some cases, not all of the individuals named will be contacted once Human Resources reviews the situation and determines the best course of action in accordance with the appropriate policy.

- All reported incidents or allegations will be investigated regardless of the severity of the incident and/or individuals involved.

Related Policies & Applicable Documents:

- *Human Resources - Workplace of Respect Policy #810-035; HR Policies, Procedures and Guidelines Manual*

Conflict of Interest

Volunteers should avoid situations or circumstances that might present or constitute a conflict of interest. Even the appearance of a conflict of interest can call one's integrity and professional conduct into question and therefore must be avoided and clearly identified or declared as such.

- They should disclose all relevant facts that potentially may create a conflict of interest that arises due to prior knowledge, a relationship of influence, or which may result in personal or financial gain or further their personal, religious, political, or business interests.
- They should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must always first protect those individuals who are receiving pastoral services and ministry.
- When making decisions on matters dealing with personnel, administration, finances and pastoral ministry those decisions shall meet civil and canon law obligations, reflect Catholic moral and social teachings, and this *Code of Pastoral Conduct and Accountability for Volunteers.*
- They shall not use their position to exercise unreasonable or inappropriate power and authority.
- Conflicts of interest may also arise when a volunteer's independent judgment is impaired by prior knowledge gained through previous dealings with one or more individuals, becoming personally involved, and/or serving as an advocate for a person against another.

Related Policies & Applicable Documents:

- *Human Resources - Conflict of Interest Policy #810-017; HR Policies, Procedures and Guidelines Manual*

Whistleblower

Volunteers are expected to maintain the highest standards of honesty, integrity and fairness while performing their duties. It is the responsibility of volunteers to make good faith reports of suspected improper conduct, including fraudulent or dishonest conduct, misuse of Diocese funds or property, or violations of law or regulations that govern Diocese operations.

Related Policies & Applicable Documents:

- *Human Resources - Whistleblower Policy #810-018; HR Policies, Procedures and Guidelines Manual*

Electronic Communication – Email, Text Messaging, Internet and Computer Use

Volunteers must adhere to the policies, practices, and procedures established by the Diocese for mobile phones, email, text messaging, internet, and computer use.

- These apply whether the diocese/parish has provided you internet and/or email access at the office, the parish, on your laptop, or at home.
- All content that is posted or communicated online by volunteers in their ministry must reflect Catholic teachings and values.
- They must be aware of the impact that their personal posts on social media (i.e. tweets, blogs, Facebook) can have if they are derogatory or negative in nature, especially if the post violates Diocesan confidentiality or harassment policies or damages the reputation of the Diocese, the Church or an employee or another volunteer. One can be held accountable for online behavior that is deemed incompatible with workplace values and policies.
- Parents and guardians must designate, in writing, which form(s) of communication one may use with their children and must provide the contact information.
- In the event of any direct communication between volunteers and minors, their parents and/or guardians must be copied on the content of the communication.
- In communicating with minors, electronic communication should be brief and on topic using professional language appropriate for communicating with a minor, in addition to his or her parent or guardian. All communication with minors must conform to this *Code of Pastoral Conduct and Accountability for Volunteers* and Safe Environment policies, practices, and training.
- Any violation of these electronic communication policies and rules, parish computer use policies, practices, procedures or applicable provincial, federal, municipal or international laws is subject to disciplinary action including termination of service or ministry, civil and/or canonical proceedings and sanctions. Internet use or email access in diocesan or parish facilities may be discontinued at any time at the discretion of the immediate supervisor or the authority of the Bishop.
- Advancements in technology may require periodic updates and addendums to this section of the *Code of Pastoral Conduct and Accountability for Volunteers*. The principles provided for use are to be applied prudently and judiciously in the event an update has not occurred

Related Policies & Applicable Documents:

- *Human Resources - Internet, Email and Computer Use Policy #810-039; HR Policies, Procedures and Guidelines Manual*

- *Working with Children and Vulnerable Adults: Boundaries and Standards*

Health & Safety

The Diocese is committed to providing a safe place for volunteers to serve that reduces the risk of ill health or injury. Volunteers are expected to adhere to those policies and procedures in the Diocesan Health & Safety Program that apply to them in their roles. Volunteers will be provided with a Health & Safety orientation when first volunteering. The orientiaton will include information on :

- Volunteers responsibiltiy as it relates to Health & Safety
- Identifying and reporting hazards and potential hazards
- Reporting workplace injuries and/or illness
- Preventing the spread of communicable diseases
- Emergency preparedness and response

Related Policies & Applicable Documents:

- *Human Resources - Health & Safety Program Policy #810-037; HR Policies, Procedures and Guidelines Manual*
- *Human Resources - Communicable Diseases Policy #810-038; HR Policies, Procedures and Guidelines Manual*
- *Health & Safety Program Manual*

Breach of Code of Pastoral Conduct and Accountability for Volunteers

In the event that the Diocese becomes aware from any reasonable source that a Volunteer is, or potentially is, in breach of the Code, unless such breach is the result of bona fide error in judgement by the Volunteer as determined by the Diocese, then the Diocese may undertake an investigation into the circumstances surrounding the breach.

Any Volunteer found to have committed a breach of the Code may face sanctions up to termination of their appointment or voluntary participation with the Diocese (as appropriate). Sanctions or discipline may include one or more of the following:

1. Verbal warning;
2. Reprimand in writing;

3. Implementation of a rehabilitation process intended to address the breach of the Code, including steps such as requiring formal apologies, accountability and implementing strategies and goals for improving the conduct of Volunteers on a going-forward basis;

4. Termination of appointment of voluntary participation with or without notice; and/or

5. Such reasonable and prudent sanction as appropriate in the circumstances

In deciding the appropriate discipline, the Diocese will, to the extent it is reasonable in the circumstances, focus on discipline which is constructive, remedial and intended to solve the issue moving forward. To the extent reasonable, the Diocese should also consider whether the Volunteer has a history of violations of the Code or whether this is a first breach of the Code.

Information concerning the private interests of Volunteers in such matters as a breach of the Code shall be treated in complete confidence, with such information to be held in a special file and secured safely and in accordance with the terms of any privacy policy of the Diocese and Privacy Legislation.

Related Policies & Applicable Documents:

- *Human Resources - Confidentiality and Privacy Policy #810-002; HR Policies, Procedures and Guidelines Manual*

Diocesan Policies Related to the Code of Pastoral Conduct and Accountability for Volunteers

Volunteers are responsible for staying informed of those policies, procedures and guidelines relevant to their role within the Diocese. These govern the relationship between each individual and the Diocese and provide sets of rules and guidance on how they will be managed in a fair and consistent manner.

The following Policy and Procedures Manuals can be found in their entirety on the Diocesan website :

- *Policy and Procedures for the Prevention and Mangement of Sexual Misconduct and Abuse*
- *HR Policies, Procedures and Guidelines Manual*
- *Volunteer Engagement-Policies, Procedures & Standards Manual*
- *Working with Children and Vulnerable Adults : Boundaries and Standards*

APPENDIX I - Strengthening Our Parish Communities (SOPC)

Scope

All persons aged 18 or older who are an employee, volunteer, clergy or religious who work within a ministry program that provides support or service to a minor or vulnerable adult.

Policy

The Diocese of Calgary is committed to protecting everyone we serve through our programs and services. We owe a duty of care to protect parishioners, employees, volunteers and the community-at-large, especially minors and vulnerable adults. The *Strengthening our Parish Communities Program (SOPC)* identifies the Ten Steps for Screening Volunteers and Employees that must be followed throughout the Diocese, without exception. It is everyone's responsibility, regardless of their role, to be aware and to take steps to prevent conditions that may increase the risk to minors and vulnerable adults from being present.

Purpose

This policy sets out the Diocese of Calgary's commitment to protecting everyone served through its programs and services. It ensures volunteers and employees are aware of the consistent screening process for all volunteers and that volunteers are able to apply for roles within the Diocese and should expect to participate in the screening process.

Procedure

Every position within the Diocese, whether staff or volunteer, will be evaluated based on the factors listed below and a rating of low, medium or high trust/risk determined.

Evaluation factors:

- Degree of isolation of the role
- Degree of supervision
- Access to Diocesan property
- Degree of physical contact
- Vulnerability of persons served (minors or vulnerable persons)
- Degree of physical or emotional demands
- Degree of trust
- Degree of inherent risk

The rating determines the screening requirements for the role which may include any or all of the following:

- Completion of a Volunteer Information Form
- Interview
- Two-three personal reference checks
- Agreement to the Code of Pastoral Conduct and Accountability
- Vulnerable Sector Police Information Check
- Intervention Record Check from Child and Family Services
- Training (including Praesidium on-line sexual abuse prevention program) and orientation
- Supervision, periodic evaluations and follow-ups

Any individual working directly with vulnerable persons (minors and vulnerable adults) will be required to adhere to established boundaries and standards for working with children and vulnerable adults.

Related Policies & Applicable Documents:

- *Code of Pastoral Conduct and Accountability for Volunteers*
- *Volunteer Engagement - Policies, Procedures and Standards Manual*
- *Working with Children and Vulnerable Adults: Boundaries and Standards*

APPENDIX II - Codes of Pastoral Conduct and Accountability

Scope

This Policy applies to all clergy and religious, employees, volunteers, lay associations and those visiting from outside the Diocese.

Policy

Agreement to the provisions set-out in the *Codes of Pastoral Conduct and Accountability* is required and considered a condition of working within the Diocese of Calgary. All individuals, whether paid or unpaid, are responsible for reviewing the *Code of Pastoral Conduct and Accountability* specific to their role and signing the companion *Agreement to the Code of Pastoral Conduct and Accountability* prior to engaging in service within the Diocese. Every individual has personal responsibility to ensure that their actions and behaviours conform with the provisions set out in their respective *Code* and that failure to comply with the provisions may result in corrective action, up to and including release from their role or ability to continue providing ministry within the Diocese.

Purpose

Each *Code of Pastoral Conduct and Accountability* has been written so that those working within the Diocese understand the standards they are expected to uphold when interacting with others who they work alongside, as well as those who they serve. It ensures the highest standard of safety for all in our community and provides for the effective and efficient operation of the Diocese, its parishes, ministries and programs.

Procedure

- Every individual working within the Diocese will be provided with a copy of the *Code of Pastoral Conduct and Accountability,* either hardcopy or electronic copy, that is applicable to their role prior to engaging in their work.

- Clergy and religious, employees and volunteers are required to review the *Code of Pastoral Conduct and Accountability* applicable to their role in the Diocese every two years and sign the *Agreement* to their respective Code. The Diocese will determine when this will occur in the designated year (i.e. September 2023).

Related Policies & Applicable Documents:

- *Code of Pastoral Conduct and Accountability for Clergy & Religious*
- *Agreement to the Code of Pastoral Conduct and Accountability for Clergy & Religious*
- *Code of Pastoral Conduct and Accountability for Lay Diocesan Employees*
- *Agreement to the Code of Pastoral Conduct and Accountability for Lay Diocesan Employees*
- *Code of Pastoral Conduct and Accountability for Volunteers*
- *Agreement to the Code of Pastoral Conduct and Accountability for Volunteers*

- *Agreement to the Code of Pastoral Conduct and Accountability for Youth Working with Younger Children* (Under 18 years working with minors)
- *Working with Children and Vulnerable Adults: Boundaries and Standards*

APPENDIX III - Police Information Checks & Intervention Record Checks

Scope

This policy applies to all clergy and religious, employee, volunteers, and others providing services or support within the Diocese of Calgary (i.e. lay associations).

Policy

Individuals will be required to obtain the necessary clearances (i.e. police information check and/or intervention record check) applicable to their position/role in the Diocese. However, those engaging in programs where participants are minors and/or vulnerable adults will be required to obtain a Vulnerable Sector Police Information Check as a minimum and will be required to obtain an Intervention Record Check if required for their role prior to commencing in their role.

Police Information Check (PIC) – is a process that provides information as to whether an individual has a Criminal Record and is conducted Canada-wide through both local police services and the Alberta Provincial Court records. Individuals not engaging with minors or vulnerable adults are required to obtain a PIC. Should their position change to include working with minors or vulnerable adults, they will be required to obtain the next level of record check.

Vulnerable Sector Police Information Check (VSPIC) – is a process that verifies whether an individual has a criminal record as well as any record suspensions (pardons) for sexual offenses involving minors or vulnerable persons. Any person working within the Diocese who is in a position of trust or authority over children or vulnerable persons is required to obtain a VSPIC prior to starting in their role.

Intervention Record Check (IRC) - in addition to the VSPIC, certain positions within the Diocese (i.e. Elizabeth House) are required to complete an IRC. This review determines whether an adult has an existing intervention record with Child and Youth Services, which indicates that the person may have caused a child to be in need of intervention as defined under the Child, Youth and Family Enhancement Act.

A "clear" Police Information Check (PIC) indicates that there is no record of criminal convictions in Canada's National Repository for criminal records.

A candidate, on condition that they obtain a PIC as quickly as possible, can receive a verbal or written offer of employment. Individuals whose role requires them to work with vulnerable people (minors and/or vulnerable adults) may not commence employment until a VSPIC is received.

If the VSPIC is not "clear" and a criminal conviction is identified, the Human Resources Office must be contacted for advice and approval prior to proceeding with the candidate commencing employment. A risk assessment of the candidate and role in which they are being hired must be conducted, taking into consideration the nature of the conviction, potential for contact with vulnerable persons, their relation to other employees and the duties and responsibilities of the position.

Purpose

The Diocese has a responsibility to ensure a safe working environment for its employees and volunteers as well as those individuals who seek support and services within our parishes (i.e. parishioners, minors, and vulnerable persons). One step towards ensuring safety is the requirement that all employees complete a Police Information Check (PIC) and a Vulnerable Sector Police Information Check (VSPIC). These checks are required as a condition of employment and will be renewed at least every five (5) years.

Procedure

Access to ePic:

1. When an individual is joining the Diocese for ministry, employment, or volunteering, they will be provided with information on how to obtain the applicable Police Check. They will receive an email invitation with a link to apply for their Police Information Check (PIC) or Vulnerable Sector Police Information Check if they are working at the CPC or Parish with access to the City of Calgary's online application process (ePic). Through the online process, the individual will submit identification documents necessary to complete the check.

2. Once the necessary documents are submitted, the Human Resources Office or Parish Office will be notified and they will approve the cost for the check being invoiced to the Diocese.

3. Once the check has been completed, the individual will be required to share the results with the Diocese or the Parish in which they will work through the online process.

4. If they are is unable to complete the request for a check online, they may go to their local law enforcement agency and request that a check be completed. A receipt for this service can be submitted for reimbursement.

5. Should Police Services require further information from the individual, an additional fee may be applied which will reimburse on submission of a receipt.

No Access to ePic:

- For those parishes without access to the City of Calgary's online police check system, employees will be asked to apply for their Police Check through their local law enforcement agency (i.e. RCMP). The cost of obtaining the PIC or VSPIC will be reimbursed as will any additional costs incurred if additional information is required from the candidate.

APPENDIX IV - Confidentiality and Privacy

Scope

This Policy applies to all clergy and religious, employees and volunteers and third-party service providers of the Diocese (i.e. lay associations providing service on behalf of the Diocese).

Policy

The Diocese requires that all individuals working within the Diocese or on its behalf, sign a Confidentiality Agreement binding them against any release or disclosure of information acquired directly or indirectly through the course of their work concerning any business of the Diocese including parishioners, staff, donors, clergy or other volunteers. When such information is required to be shared for professional and/or legal purposes, it is done with discretion and respect for the persons concerned by an authorized representative of the Diocese.

This policy applies whether the individual is actively engaged, on a leave of absence or whose relationship with the Diocese has ended for any reason. If someone is ever unsure of their obligations to confidentiality, it is their responsibility to consult with their direct supervisor or Human Resources.

In turn, the Diocese will only ask for personal data from those working within the Diocese that is required to maintain and/or administer the employee-employer relationship or required under the Strengthening Our Parish Communities program. Personal Data provided to the Diocese will not be released to third-party individuals without consent unless required by law.

Purpose

To ensure that information obtained by individuals in the course of their work is not disclosed to anyone who doesn't have a legitimate need to know.

Procedure

- A *Confidentiality Agreement* will be provided to individuals during their initial orientation with the Diocese.
- The original signed copy of the *Agreement* will be retained in the Diocesan office where the individual will be working.

Related Policies & Applicable Documents:

- *Confidentiality Agreement (Form #HR-100); HR Policies, Procedures and Guidelines Manual*
- *HR Policies, Procedures and Guidelines Manual*

APPENDIX V - Sexual Misconduct

Scope

The Sexual Misconduct Policy applies to all individuals working within the Diocese of Calgary including clergy, religious, employees and volunteers. This does not apply to sexual abuse of minors and vulnerable adults.

Policy

Members of the Diocesan community have the right to be free from sexual violence and harassment. All those who work or volunteer within the Diocese are expected to conduct themselves in a manner that does not infringe upon the rights of others or harm them in any way. Any individual who believes they have been subject to sexual misconduct are encouraged to report these incidents. When an allegation of misconduct is brought to an appropriate Diocese representative, the Diocese will respond promptly, equitably and thoroughly to stop the behavior, remedy its effects, and prevent its recurrence.

Purpose

This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been found to be violated.

Procedure

Reporting:
Anyone who believes they have been the victim of sexual misconduct or harassment by an employee of the Diocese or volunteer should immediately report the incident to their immediate Supervisor, the Human Resources Office, or by calling the confidential diocesan information hotline, *If You Choose to Talk About it,* 1-833-547-8360.

Christine Parent
Human Resources Manager
403-218-5549
Christine.Parent@calgarydiocese.ca

Any volunteer who knows or has reason to know of incidents, allegations, or acts of sexual misconduct or harassment shall promptly inform one of the above listed individuals. Employees are required to disclose all information including the names of the parties to help ensure that the Human Resources Office will be able to act. Volunteers will be asked to disclose the names of the parties involved in the incident, as well as other potential witnesses, in order for the Human Resources Office to be able to act on the information. In some cases, not all of the individuals named will be contacted once Human Resources reviews the situation and determines the best course of action in accordance with the appropriate policy.

All reported incidents or allegations will be investigated regardless of the severity of the incident and/or individuals involved.

If the incident falls within the guidelines described within the *Workplace of Respect Policy (Human Resources Policy #810-035)*, the Human Resources Office will be responsible for investigating the incident as per established procedures and providing a report to the Moderator of the Curia. Incidents covered by the *Workplace of Respect Policy* include:

- Unprofessional Conduct
- Personal Harassment (i.e. bullying, cultural insensitivity, discrimination, sexual harassment, workplace violence)

Related Policies & Applicable Documents:

- *HR Policies, Procedures and Guidelines Manual*

APPENDIX VI - Workplace of Respect

Scope

The Workplace of Respect Policy applies to all clergy and religious, employees, volunteers, participants in programs and events, parishioners and others doing business within the Diocese of Calgary (i.e. contractors, lay associations).

Policy

This policy prohibits all forms of unprofessional conduct, personal harassment (bullying, cultural insensitivity and discrimination), sexual harassment and workplace violence – hereinafter referred to as violations of respect – by management, supervisors, employees, contractors, subcontractors, suppliers, volunteers, parishioners or any other individual who has interactions within our place of work. All reported violations of respect will be investigated and, if substantiated, dealt with expeditiously.

Purpose

The Diocese is firmly committed to ensure a positive and professional working environment exists in which all employees, volunteers and visitors are treated with respect and dignity. Respect is defined as the willingness to show consideration for the rights or feelings of others; to treat them courteously, inclusively and safely.

We believe in a proactive approach to workplace respect and support the objective of providing all individuals with a healthy and safe workplace that is free from any form of harassment. It is required that everyone take preventative action to ensure that risks to an individual's health and safety due to violations of respect are eliminated or reported.

Definitions

Violations of respect are defined as:

- Unprofessional Conduct – Behaviours that are unacceptable and can include inappropriate tone of voice, belittling behaviour such as eye-rolling, outward signs of exasperation or frustration, condescending verbal and/or body language, favoritism, or inappropriate communication (verbally or through email exchange).
- Personal Harassment – occurs when an employee is subjected to unwelcome verbal or physical conduct that is offensive, demeaning, humiliating, hostile or embarrassing to an employee or group of employees. It includes bullying, cultural insensitivity and discrimination. Onus is on the person experiencing the harassment to inform the harasser or a supervisor that the behaviour is unwelcome.
- In our policy, personal harassment is divided into:

- **Bullying:** interpersonal hostility that is deliberate, repeated and sufficiently severe as to harm the targeted person's health, safety or economic status. It is driven by the perpetrator/bully's need to control another individual, humiliate them or intimidate.
- **Cultural insensitivity:** includes behaviour(s) directed towards an individual from another culture that would be considered disrespectful or cause humiliation or frustration to that individual based on cultural differences (using a gesture which could have an inappropriate meaning in another culture or in appropriate language such as referring to "your people").
- **Discrimination:** defined differences based on the personal characteristics of an individual resulting in some disadvantage to that individual. Discrimination is a form of harassment prohibited under the *Alberta Human Rights Act*. Employers are legally responsible for actively discouraging and prohibiting humiliating conduct or language that results in the working conditions of one employee being less favourable than those of another employee based on the following grounds:

  - Race
  - Age
  - Religious beliefs
  - Colour
  - Marital status
  - Gender
  - Mental disability
  - Physical disability
  - Ancestry
  - Sexual orientation
  - Source of income
  - Family status
  - Place of origin

- **Sexual Harassment:** any unwelcome behavior, which is sexual in nature. For example:
  - Posting suggestive photographs
  - Telling sexual jokes or making innuendoes
  - Leering, whistling or other inappropriate gestures
  - Vulgar language
  - Romancing subordinates
  - Referring to female employees as "girls"
  - Touching, physical grabbing or flirting with unwilling or even willing subordinates
  - Requesting sexual favours
  - Making similar unwelcome sexual advances to co-workers

- **Workplace Violence:** the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury. These acts include threats, menacing or threatening behaviour, and all types of physical or verbal assaults.

It may not always be obvious when harassment is taking place. Erring on the side of caution continues to be a most prudent, respectful and responsible course of action for all employees. Respect and responsibility are key elements in maintaining a harassment free workplace.

The Diocese will take any and all course of action available to it to prevent harassment from occurring, such as affirmatively raising the subject, expressing zero tolerance for any form of harassment, informing employees of their right to raise the issue of harassment and, developing a process for reporting harassment.

This policy is not intended to discourage an employee from exercising their rights pursuant to any other law concerning harassment or workplace violence, including the *Alberta Human Rights Act*.

In adherence to this policy, the following will guide violations of respect:

- Employees are encouraged to immediately report and seek resolution of any incident involving harassment, violence or threats of violence to their direct supervisor or Human Resources.
- There shall be no adverse job consequences against any person for notifying management of a violation of this policy unless the investigation determines that the person intentionally fabricated the charges against the accused.
- There shall be no retaliation from co-workers directed at an individual making a complaint. In the event it is found that retaliation against an employee who exercises his or her rights under this policy has occurred, severe discipline up to and including termination and ineligibility for rehire will be imposed.
- Investigations will be conducted in strict confidence by the Human Resources office and/or Moderator of the Curia and/or applicable department Director. Confidentiality is not the same as anonymity. The respondent (offender) is entitled to know the identity of the complainant and to receive a written copy of the complaint outlining the specifics of the allegation(s).
- Investigators will advise employees involved or consulted throughout the process that discretion and strict confidence is required, and that breaking of confidence could result in disciplinary action.
- The Diocese will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witnesses, except
    - Where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
    - As required by law.
- Where necessary, the Diocese will disclose only the minimum amount of personal information necessary to inform employees of a specific or general threat of violence or potential violence. The Moderator of the Curia will determine the appropriate amount of information to be disseminated to employees (i.e. name of accused and potential threat).
- Malicious or false complaints and violations of respect will not be tolerated and appropriate disciplinary action will be taken, up to and including dismissal, ineligibility for rehire, and/or loss of other privileges may be invoked.

Procedure

Informal Resolution:

Any individual may choose to initiate action to resolve a harassment situation. Possible action could include some or all of the following:

- <u>One-on-One Discussion</u> – The complainant may inform the offender that the actions are unwelcome and must stop immediately.

- Manager/Supervisor Involvement – The complainant may request the involvement of a manager or supervisor to provide informal intervention towards an acceptable resolution of the situation.
- Human Resources Involvement – This can take various forms from providing education and sharing sessions with affected staff; reinforcement of standards, policies and expectations.
- Conciliation/Mediation – A neutral third party (i.e. Supervisor, Manager, Human Resources) meets with the two parties either together or separately in an attempt to resolve the concerns and to build agreement on how interactions will occur in the future.

Formal Resolution:

The formal process of complaint resolution may be pursued in the event that an informal approach does not resolve the situation or, when the complainant or the Diocese believes the formal process to be more appropriate based on the nature of the violation. If however, at any point in the formal process consensus is reached that an informal approach is more appropriate, the formal process may be suspended.

Steps:

1. Formal complaints are to be submitted in writing to the Human Resources Office.
2. If an investigation is deemed necessary, the Human Resources Manager will:
3. Advise the alleged offender in writing, of the nature and specifics of the allegations and inform the individual of his/her rights and of the investigation process. The complaint should include:
    - Names of individuals involved
    - A clear description of the incident(s) of concern including dates, times, places
    - Names of witnesses, if any
4. Determine if the complaint falls within the Workplace of Respect Policy
    - If the concern falls within the Workplace of Respect Policy, the Human Resources Office will determine whether a formal investigation is appropriate or alternatively, whether an informal resolution should be pursued
    - If the concern doesn't fall within the Workplace of Respect Policy, the Human Resources Manager will advise the complainant that it will not be pursued under that policy and will advise of other possible processes that may be appropriate
5. Advise the complainant of the investigation process;
6. Inform the Moderator of the Curia that a complaint has been filed and investigation commenced. A decision will be made whether or not the Human Resources Office will be the sole investigator or if a committee will investigate. This decision will be dependent on the nature of the complaint and/or individuals involved;
7. The alleged offender will be provided with a copy of the written allegation;
8. The investigator(s) will forward a written report with the findings of the investigation and appropriate recommendations to the Moderator of the Curia within thirty (30) working days;
9. Disciplinary action consistent with that outlined in this policy will be taken based on the evidence and findings contained in the report and as set by precedent;
10. The investigator will advise the complainant of the outcome of the investigation and subsequent action taken, as soon as possible.

Progressive Discipline

Progressive Disciplinary measures will be taken against the offender should an investigation provide sufficient evidence of a violation of respect. Each situation will be assessed on its own merit and disciplinary action determined based on severity of the infraction. Disciplinary steps are as follows:

1. Verbal warning: Spoken communication when the violation is of a minor nature and a first occurrence.
2. Written warning: Written communication to the individual. It may or may not be a first violation.
3. Suspension: The temporary removal of an individual from the workplace for a set period of time. Suspension is issued when:
    - The violation is of a serious nature even though it may be a first occurrence
    - The violation is of a minor nature but is a continuation of unacceptable behavior after previous corrective action
4. Termination: Employment termination of the individual. Termination is issued when:
    - The violation is of such a serious nature that employment cannot continue
    - The violation is a final incident in a series of incidents

Monitoring Progressive Discipline

The Human Resources Office will be responsible for tracking progressive discipline and monitoring the effectiveness of the Workplace of Respect policy.

Related Policies & Applicable Documents:

- *HR Policies, Procedures and Guidelines Manual*

APPENDIX VII - Conflict of Interest

Scope

This policy applies to all employees, volunteers, clergy and religious within the Diocese of Calgary.

Policy

Individuals working within the Diocese are expected to carry out their duties with a high degree of ethics and professionalism. Individuals must avoid situations where their private interests, ventures or relationships may affect his/her judgment in acting on behalf of the Diocese or when making recommendations or decisions regarding dealings with other persons or organizations. Individuals are required to address the appearance of conflicts or the potential for conflicts with their supervisor or human resources.

Purpose

This policy is intended to enhance internal and public confidence in the integrity of the Diocese and its employees, volunteers, clergy and religious. The Diocese benefits from the expertise of individuals with multiple interests; however, those interests must not conflict with the interests of the Diocese nor impair the public support and respect necessary for the operation of the Diocese and its programs.

Conflicts of Interest

Employees, volunteers, clergy or religious may not at any time engage in any activities which conflict with the interests of the Diocese, which may adversely affect the reputation of the Diocese, or which may interfere with the fulfillment of their work which always must be in the best interests of the Diocese.

- Outside Activities
  Individuals shall not devote any time during committed Diocese business hours to an activity which deprives the Diocese of the individual's full services.

- Gifts, Entertainment and Favours
  Accepting gifts, entertainment or other favours from individuals or organizations can also result in a conflict of interest when the party providing the gift/entertainment/favour does so under circumstances where it might be inferred that such action was intended to influence the interested person in the performance of his/her duties. All gifts and entertainment must be divulged to a supervisor or the Human Resources Office

- Honoraria and Fees
  Any employee who receives an honorarium or fee for work or services arising from their Diocesan position shall give such monies to the Diocese whether or not such monies were given

during regular working hours.

- Stipends
  Only members of the clergy are permitted to receive stipends for work or services performed as outlined in *Parish Regulations Manual* Code: STOL.

- Community Relations and Government
  Dealings involving the individuals working within the Diocese (paid or unpaid) and community or government officials must be conducted openly, legally, and ethically at all times. Individuals must not behave in a manner that is damaging to the Diocese.

Procedure

Employees, volunteers, clergy, or religious who find themselves in a potential or actual conflict of interest situation have the duty to notify their supervisor or the Human Resources Office as soon as they become aware of the potential or actual conflict of interest.

Related Policies & Applicable Documents:

- *Conflict of Interest Disclosure (Form #HR-105); HR Policies, Procedures and Guidelines Manual*
- *Parish Regulations Manual*

APPENDIX VIII - Whistleblower

Scope

All individuals working or providing services within the Diocese of Calgary as well as those who visit the Diocese, including priests, deacons, religious, employees, volunteers, parishioners, contractors, and tradespeople.

Policy

Priests, deacons, religious, employees and volunteers must be responsible in the use of all Diocese assets; to provide accurate, complete and objective information; to respect the confidentiality of financial and other information; to act in good faith and exercise due care in all we do; to comply with all rules and regulations, and to proactively promote ethical behavior.

Purpose

The purpose of the Whistleblower Policy is to promote and encourage a culture of openness, trust, and integrity in all Diocese practices and decisions.

Procedure

- Reporting a wrongdoing under this policy can be made to either the Human Resources Office or the Moderator of the Curia. Should either a member of the Human Resources Office or the Moderator of the Curia be involved in the wrongdoing then the report should be made directly to the Bishop.

- Reporting by an employee or volunteer should be made in writing and include:
  - Description of the wrongdoing
  - The name of the individual(s) alleged to have committed the wrongdoing or are about to commit the wrongdoing
  - The date of the wrongdoing
  - Any other witnesses to the wrongdoing
  - Any additional information that the Human Resources Office, Moderator of the Curia or Bishop may require to investigate the matter(s) as set forth in the report.

Examples of ethical wrongdoing that should be reported include:

- Receiving of 'kickbacks' or significant gifts from contractors or vendors which could create bias in the tendering of projects;
- Inappropriate recording or reporting of revenues or other financial information;
- Misappropriation of funds, supplies or other assets;
- Disclosing confidential and proprietary information to outside parties;
- Destruction, removal, or unauthorized use of records, furniture, fixtures and equipment;

- A deliberate disregard or circumvention of Diocese policy that may cause harm to the environment;
- Knowingly directing or coaching an individual to commit wrongdoing.

Related Policies & Applicable Documents:

- *HR Policies, Procedures and Guidelines Manual*

APPENDIX IX - Internet, Email and Computer Use

Scope

This Policy applies to all employees, volunteers, clergy and religious working within the Diocese of Calgary whose roles require access in the course of their duties to computers, internet, email functions, etc.

Policy

When individuals are selected to assist in roles requiring access to computers, internet, email functions, etc., they agree to use these resources appropriately and to abide by any policies, practices, procedures or guidelines set out by the Diocese regarding Internet, Email and computer use.

Purpose

Computer technologies are provided to individuals for the efficient exchange of information and the completion of assigned responsibilities consistent with the mission of the Diocese. It is imperative that they do not abuse or misuse the technologies and services. The use of the internet by any employee or other person authorized by the Dioceses (users) must be consistent with this Policy in addition to policies, practices, and procedures established in each parish.

Procedure

By signing the companion *Agreement* to the *Code of Pastoral Conduct and Accountability* for their applicable role in the Diocese, each individual is agreeing to abide by the Electronic Communications guidelines established in the Code.

Guidelines

The use of computers, the internet, mobile phones, and email in the context of ministry must be in support of and consistent with the faith and teaching of the Roman Catholic Church. The following are general guidelines and rules for their use:

- E-mail that is used in the context of ministry is a form of diocesan and church communication and it should be treated as such.
- It should be noted that e-mail activity and product are property of the Diocese of Calgary and are subject to subpoena; users are to create their messages with the understanding that the messages might be read and reviewed out of context and at a later date by other individuals, some of who may represent interests adverse to those of the Diocese. Records of an official nature or policy statements are to be maintained in paper and/or electronic format.
- One must be professional in all e-mail communications.

- E-mail accounts provided by the parish/Diocesan office should not to be used for personal communications.
- Internet service and computers may be used for occasional personal use. Any personal use is preferably done during non-working hours and only if it does not interfere with anyone else.
- Communication and information accessible via the internet are considered the private property of those who place it on a social electronic network. However, one must realize that all information transmitted via e-mail, text messaging, the internet, and social media can potentially be accessed and stored by anyone who has a computer or a mobile phone.
- With the exception of an emergency, all communication between diocesan personnel, parish employees, volunteers and any participant in a program or receiving pastoral services should take place between the hours of 7:00 am and 9:00 pm, including the posting to websites and social networking sites unless scheduled with a post scheduler application.
- The appropriate professional boundaries that are expected in face-to-face or verbal communication should also be expected in all electronic/digital means of communication.
- To prevent breach of software licensing agreements, there is to be no removal, copying or installing of diocesan/parish software on an individual's own personal computer. If one believes that they need access to particular software at home, they must consult their immediate supervisor who will determine if access is required when necessary, obtain a valid copy of the software.

Internet Use:

- Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files or data maintained by other users, unless explicit permission to do so has been obtained;
- Respect copyright and license agreements for software, digital artwork, and other forms of electronic data;
- To protect data from unauthorized use or disclosure as required by provincial and federal laws and Diocesan regulations;
- Respect the integrity of computing systems: for example, users shall not use or develop programs that harass other users or infiltrate a computer/computing system and/or damage or alter the software components of a computer;
- Limit personal use of the internet and equipment to that which is incidental to the user's official job assignment. Activities for private purposes, meant to foster personal gain, or advertising products or services unrelated to Diocesan activities are not permitted;
- Safeguard your accounts and passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.

Acceptable Use

- Activities related to official job assignments as well as incidental personal use in compliance with this policy;

- Transmitting materials and correspondence which courteously respect the human dignity and security of every human being, both the addressee and any person under the discussion on the correspondence
- Authorized distribution of Diocesan data and information;
- Politically nonpartisan materials and correspondence;
- Materials and correspondence consistent with the teaching of the Roman Catholic Faith;
- Materials and correspondence presented as being the official position of the Diocese of Calgary, only that which has been authorized and/or designated as such;
- Uploading/downloading of software only in accord with copyright and other applicable laws and rights;
- Downloading software or electronic files with all due and reasonable virus protection measures in place;
- Operation with due care and protection for the normal operations of any or all Diocesan internet gateways

Unacceptable Use:

- Sharing personal mobile phone numbers with minors without the parent or guardian being copied and aware of the exchange;
- Collecting email addresses, phone numbers or any medium of communication with minors without the written permission from parents or guardians;
- Communicating with minors by email, text or other electronic messaging services:
- Engaging in any illegal or unethical activities,
- Viewing or distributing pornography,
- Distributing a virus or other harmful component,
- Violating copyright laws by unlawfully downloading or using information or software that is protected by copyright,
- Indiscriminately copying email messages to individuals or sending irrelevant messages, inappropriate jokes or pictures,
- Disclosing confidential information about the Diocese, parishes, offices, ministries, programs, or matters related to personnel,
- Expressing personal opinions that appear to be on behalf of or representing the Diocese, its parishes, offices, ministries or programs.

Diocese of Calgary Rights

It should be clearly noted that there are no means provided for sending or receiving private or confidential electronic communications. System administrators have access to all mail and user access requests and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to the Executive Director, Finance & Administration, Moderator of the Curia and/or Human Resources office.

- The Diocese reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to lack of file server capacity.
- The Diocese reserves the right to remove a user account from the network.

- The Diocese will not be responsible for any damages incurred, and whether incurred by any user or any other party arising out of or in connection with use of the network. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, error or omissions. The Diocese makes not representations or warranties, either express or implied, with regard to software or data obtained from the internet.
- The Diocese reserves the right to change its policies and rules at any time. The Diocese assumes no responsibilities for:
    - The content of any advice or information received by a user through the internet or any costs or charges incurred as a result of seeing or accepting such advice;
    - Any costs, liabilities or damages of any kind or nature arising out of or in connection with user's use of the internet;
    - Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Diocese. Internet is provided on an as is, as available basis.

Related Policies & Applicable Documents:

- *HR Policies, Procedures and Guidelines Manual*

APPENDIX X - Health & Safety Program

Scope

The Health & Safety Program applies to all clergy and religious, employees, volunteers, and others doing business within the Diocese of Calgary (i.e. contractors, lay associations).

Policy

The Diocese has developed a health and safety program that outlines the safety measures and procedures that are to be implemented in our workplaces as required under *Alberta Occupational Health & Safety* legislation.

All employees and volunteers are expected to be familiar with the *Health & Safety Program* and adhere to the policies, procedures and rules as outlined in each of the areas identified in the program manual that are relevant to their role within the Parish/CPC or other Diocesan program. Those parishes with 20 or more employees are expected to implement the *Health and Safety Program* in its entirety as required by *Alberta Occupational Health & Safety*. Parishes with less than 20 employees will participate in the program as required by the Diocese.

Safety is everyone's responsibility and employees are responsible for ensuring that they know their rights and responsibilities as defined in the program. Adherence to the *Health & Safety Program* constitutes part of an Employment Agreement or Volunteer Agreement.

Purpose

The Health & Safety Program is meant to secure the safety of those working in the Diocese as well as those visiting. The program includes description of the kinds of hazards that may exist in the workplace, how they can be eliminated or controlled, and what sort of policies, procedures, rules and/or equipment will be used to ensure a healthy and safe work environment. The program encourages people to be aware of their roles and responsibilities and to work together to iedneity and solve health and safety concerns.

Procedure

- Employees and volunteers working within the Diocese at the time that the Health & Safety Program is implemented will receive an orientation to the program which will include:
    - Responsibilities
    - Right to refuse to perform unsafe work
    - Reporting hazards and/or unsafe conditions
    - Workplace Inspections
    - Reporting accidents and injuries
    - Emergency response procedures

- New employees and volunteers will receive an orientation to the program on the first day they start in their role.
- Prior to commencing work within the Diocese, contractors and sub-contractors will be required to participate in the Diocese Health & Safety Program orientation if they do not have a similar program within their company.

Related Policies & Applicable Documents:

- *Health & Safety Program Manual*
- *HR Policies, Procedures and Guidelines Manual*

APPENDIX XI - Communicable Diseases

Scope

This policy applies to all clergy and religious, employees and volunteers within the Diocese of Calgary.

Policy

The Diocese will follow the recommendations made by Alberta Health Services as appropriate for the specific disease and will make every attempt to protect the privacy of infected persons in accordance with provincial and federal laws. Individuals who fall within the scope of this policy are expected to review Alberta Health Services when diagnosed with a communicable disease.

Purpose

The purpose of this policy is to educate and stress the importance of preventing or minimizing the spread of communicable diseases and to provide direction for and responding to communicable diseases that may threated Diocesan operations and the safety of Diocesan employees and volunteers.

Definitions

Communicable/infectious disease means an infectious disease transmissible by an affected individual to others via direct or indirect means. Examples of direct transmission include droplet spray from sneezing, coughing, spitting, singing or talking. Examples of indirect transmission include utensils, food, water, clothing, air, soil or insects, exposed surfaces (i.e. desks, doorknobs).

Types of infectious diseases include but are not limited to:

- Malaria
- Strep Throat
- Influenza (the flu)
- HIV/Aids
- Measles
- Mumps
- Rubella
- SARS
- Sexually Transmitted Diseases
- Yeast Infections
- Chicken Pox
- Conjunctivitis
- Hepatitis (A, B, C)
- Lice
- Ringworm
- Scabies
- Scarlet Fever
- COVID-19
- Tuberculosis
- Common Cold

Procedures

- Those who knowingly have an infectious/communicable disease are asked to self-isolate and stay home for the period of time recommended by Alberta Health Services for the specific disease in order to limit transmission to others in the workplace.

- They should contact the Alberta Government's Health Link 811 directly to speak to a Registered Nurse 24/7 for health advice and information on the incubation period for their symptoms.

- In the event of a disease outbreak affecting or potentially affecting a significant number of people within the Diocese will form a working group of individuals to monitor and coordinate activities to control the outbreak based on the advice and guidance of Alberta Health Services. Responsibilities of the workgroup will include developing work rules specific to the nature of the outbreak, including exclusions/restrictions from work and the reassignment of duties as well as financial compensation for those affected with the disease or those with the potential for infection.

- Based on the advice and guidance of Alberta Health Services, the Diocese maintains the right to restrict employee access to the workplace when domestic and/or international travel advisors have been issued by the Government of Canada and/or Alberta Health Services as a result of an occurring or potential outbreak.

Prevention

- Wash hands often and well
- Avoid touching your face, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- When sick, cover your cough and sneezes (i.e. cough into elbow) and then wash your hands

Related Policies & Applicable Documents:

- *HR Policies, Procedures and Guidelines Manual*

ROMAN CATHOLIC
DIOCESE
of Calgary

AGREEMENT

Code of Pastoral Conduct and Accountability for Volunteers

- I acknowledge that I have read the *Code of Pastoral Conduct and Accountability for Volunteers* and received a copy.
- I understand that the *Code of Pastoral Conduct and Accountability for Volunteers* is available to the public and is accessible on the website of the Roman Catholic Diocese of Calgary.
- I understand that adherence to the *Code of Pastoral Conduct and Accountability for Volunteers* is the condition of my ministry in 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 police background check including criminal history.
- I understand that any action inconsistent with this *Code of Pastoral Conduct and Accountability for Volunteers* or the failure to take actions mandated by the code may result in removal from ministry or work duties and will entail appropriate disciplinary action.

Signature:	Date:
Printed Name:	
• *Original signed copy to be filed in the volunteer file.* • *The volunteer may request a personal copy of the signed document.*	