

**Code of Conduct for Employees and Volunteers
St. Raphael's Church- July 14, 2009**

As an employee or volunteer, I promise to follow strictly the rules and guidelines of this Code of Conduct:

As an employee or volunteer of St. Raphael Parish, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at all parish activities.
- Use positive reinforcement rather than criticism or comparison when working with children, youth, and adults.
- Refuse to accept expensive gifts from children, youth and adults without prior written approval from the pastor.
- Refrain from giving expensive gifts to children, youth and adults without prior written approval from parents or guardian and the pastor.
- **Immediately call 911 and the local Child Protection Services Agency if I suspect child and/or youth abuse.**
- Cooperate fully in any investigation of abuse of children and/or youth.

As an employee or volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol during working hours.
- Pose any health risks to children or others (i.e., fever or other contagious situation).
- Strike, spank, shake or slap anyone.
- Humiliate, ridicule, threaten, or degrade anyone.
- Touch a child, youth or another person in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity.

I understand fully that as an employee or volunteer of St. Raphael Church and while working with children, youth or other adults, 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 any action as outlined in this Code of Conduct will result in the termination of my employment or volunteer position at St. Raphael's Church.

Name of Volunteer (print)

Volunteer's Signature

(Date)