

Code of Conduct - ADULT (Volunteer)

St. Hubert Catholic Community will provide a safe environment that allows the gospel message of Jesus Christ to permeate our minds, hearts and souls. As a Catholic Christian Community, our mission is to proclaim to our community our obligation to provide the safety, care and nurturing of our children, young people and vulnerable adults.

Therefore, we have certain expectations of the children, young people and adults who participate in activities at St. Hubert Catholic Community and sponsored offsite events. To insure a safe and enjoyable time for everyone, the following guidelines are in effect. The following guidelines are in effect for adult and youth volunteers at St. Hubert.

Supervising adults (i.e. principals, teachers, coaches, priests, directors of faith formation, youth ministers, catechists, volunteers, chaperones, etc.) are responsible for the supervision of participants who are minors. St. Hubert Catholic Community will take full responsibility for any damage done by their members at a program site. We look to supervising adults to help enforce the Codes of Conduct and to set a good example.

The possession, use, purchase and distribution of tobacco, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects by supervising adults are not permitted, and will result in disciplinary action which could include dismissal from activities. You will be financially and/or physically responsible for your transportation home. In extreme cases legal authorities will be notified, regardless of the time.

Behave in a way that respects the rights of all. Conduct and carry out role in a professional manner. Adults will not discriminate based on race, ethnic background or religion.

Use of cell phones and other personal electronic devices is discouraged. You are asked to put cell phones in silent/vibrate mode so as not to disrupt or distract from faith formation activities, especially liturgy, prayer and faith formation or school sessions.

Maintain confidentiality in all matters related to normal parish business.

Always provide a safe environment where all participants can be sure that boundaries will not be violated.

Avoid situations where you are alone with a minor. At least two adults should be present when there is only one minor, and at least two minors should be present when there is only one adult. Interactions should be held in a public area or in a

visible area such as in a room with an interior window or an open door so that another adult or youth can be present outside the room as a witness.

Adults may not have inappropriate relationships/friendships or be verbally, emotionally or physically abusive with a minor/vulnerable adult. No minor or vulnerable adult may be disciplined corporally or corrected with abusive or other inappropriate language. Positive reinforcement should always be used. Never spank, shake or strike a minor/vulnerable adult in your care. Do not humiliate, ridicule, threaten, or degrade minors or vulnerable adults.

Harassment is defined as the unwanted/unwelcome behaviors which make a person feel threatened, intimidated, degraded or discriminated against or which creates an intimidating, hostile, or offensive learning, working or play environment. Harassment can include, but is not limited to, the following:

- ◆ Threatening behavior.
- ◆ Racial insults.
- ◆ Derogatory ethnic slurs.
- ◆ Physical or mental abuse.

Sexual Harassment is against the law and will not be tolerated by St. Hubert Catholic Community. Sexual harassment includes, but is not limited to, the following behaviors:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect.
- Unwelcome sexual comments, including jokes and stories.
- Any conduct of a sexual nature, either direct or indirect, that contributes to a verbal offensive of intimidating environment.
- Encouraging sexually inappropriate behavior in others.

I will comply with the mandatory reporting regulations of the State of Minnesota and with the Archdiocesan sexual abuse policies to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is punishable by law. I will cooperate fully in any investigation of abuse of children, youth or vulnerable adults.

I understand that Search and Seizure Guidelines are in place.

I understand that any serious violation of this Code of Conduct may result in my removal as a volunteer working with minors/vulnerable adults and/or dismissal from a program. As a volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors and vulnerable adults of our parish/school.

Volunteer Name (Please Print)

**Volunteer
Signature**

Date

Revised 4/4/05