

CODE OF ETHICAL CONDUCT

For Employees Of Companies, Contractors, Vendors, Consultants, And Any Other Entity
Providing Goods Or Services To The Diocese Of Springfield In Illinois And Any Of Its Members

All employees working for a company, contractor, vendor, consultant or any other entity providing goods or services in or to an entity (diocesan office, agency, school, student, client, employee or parish) of the Diocese of Springfield in Illinois ("Diocese") must respect the rights and inherent dignity of every person and will be held accountable for their behavior. In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior for those who work with or near children. The intent of this **Code of Ethical Conduct** is to provide a set of normative standards of conduct for all persons working in the institutions of the Diocese, hereinafter referred to individually as "Contractor" regarding contact with children.

While this **Code of Ethical Conduct** is not exhaustive in the variety of situations specifically mentioned, all Contractors working with minors must comply with the following obligations.

1. I will conduct myself in a professional manner at all times. I will exhibit the respect and good behavior required in the presence of children and in sacred spaces.
2. I will maintain an open and trustworthy relationship with minors, including:
 - When meeting with a minor, the office door should have a window or be left open;
 - Never visiting a minor's home without at least one other adult present and without the expressed welcome of parents or guardians;
 - Never driving alone with a minor for any reason on a regular basis or for any long distance;
 - Only participating in outings with minors (i.e. retreats, youth group trips, sports-related activities and over-night trips) in the presence of at least two adults at all times;
 - Never sharing sleeping quarters with minors, unless accommodations are barracks-style with multiple adults and multiple minors in the same room, each individual having a separate bed;
 - Never sharing locker rooms, shower rooms and dressing rooms with minors unless another adult is present;
 - Never accompanying a minor into restrooms without another adult present unless circumstances make it absolutely unavoidable; and
 - Never using physical force, or demeaning or obscene language, or swearing in the presence of minors or in sacred places.
3. I will maintain a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.

I understand and promise to abide by this **Code of Ethical Conduct**. If for any reason I cannot abide by this **Code of Ethical Conduct**, I will notify my supervisor.

Name of Contracting Company: _____

Printed Name of Contract Employee: _____

Signature of Contract Employee: _____ Date: _____