

Confidentiality _____

Trust is one of the cornerstones in all pastoral relations. Volunteers should understand they have an ethical duty not to disclose confidential information they may come upon during the course of being a volunteer.

Conflicts of Interest _____

Avoid all situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

Ethical Misconduct _____

Volunteers have a responsibility for maintaining the highest ethical standards. When an uncertainty exists about a situation or that violates religious, moral, or ethical principles, discuss the issue with your supervisor.

Acknowledgement _____

I understand that as a volunteer working with children, youth or individuals at risk, I am subject to a thorough background check including criminal history and completion of the VIRTUS Protecting God's Children Adult Awareness Session. 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 my removal as a volunteer.

The Diocese of Green Bay will not tolerate the sexual abuse or sexual exploitation of a minor or individual at risk by a volunteer who is in the service of the Diocese.

*** To report an incident of sexual abuse please contact:**

Diocesan Assistance Coordinator

officesafeenv@gbdioc.org

877-270-8174 or 920-272-8174

We also encourage you to report the incident to local civil authorities.

For a complete set of the diocesan Policies on Appropriate Conduct, contact the Safe Environment Department, PO Box 23825, Green Bay, WI 54305-3825 or www.gbdioc.org



**AGREEMENT FORM
FOR
VOLUNTEERS**

As a condition of my volunteer service in this local church, I agree to strictly follow and adhere to the *Code of Pastoral Conduct for Volunteers* of the Diocese of Green Bay. Moreover, I understand that such is necessary for me to maintain volunteer service in this local Church.

Print Name

Date

Signature

DIOCESAN CODE OF PASTORAL CONDUCT FOR VOLUNTEERS



The Diocese of Green Bay expects those who volunteer service to conduct themselves properly and appropriately in their relationships with the people they serve, especially with minors and individuals at risk.

As a volunteer, I promise to strictly follow and adhere to the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and individuals at risk of our parish/school.

- As a volunteer, I will:**
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
 - Avoid situations where I am alone with children/youth or individuals at risk, i.e., in a residence, sleeping facility, locker room, dressing facility or other closed room or isolated area.
 - Use positive reinforcement rather than criticism, competition, or comparison when volunteering.
 - Refuse to give or receive any gifts without approval from appropriate administrators.
 - Report suspected abuse to the Department of Health and Family Services, local civil authorities and the program administrator. Failure to report suspected abuse to civil authorities is a misdemeanor. The Diocesan Assistance Coordinator* should also be contacted.
 - Cooperate fully in any investigation of abuse.
 - Be responsible for maintaining clear professional boundaries if an inappropriate personal or physical attraction develops between myself and children/youth or individuals at risk.
 - Use a team approach to managing emergency situations.

- As a 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 or illegal drugs at any time while volunteering.
 - Pose any health risk (i.e., no fevers or other contagious situations).
 - Touch anyone in a sexual or other inappropriate manner.
 - Use any discipline that frightens or humiliates others.
 - Use profanity.
 - Take photos of minors while they are undressing or are unclothed.