

DIOCESE OF WILMINGTON

EMPLOYEE'S RECEIPT /ACKNOWLEDGEMENT FORM

STANDARDS FOR ETHICAL AND BEHAVIORAL NORMS



I have received, reviewed and understand the Standards for ethical and behavioral norms as adopted by the Diocese of Wilmington. I have received instruction on the Standards as part of my orientation. I voluntarily agree to abide by these Standards and conduct myself in complete accordance with them.

Please Print:

Date: _____

Name: _____

Position: _____

Name of Parish/School/ Office or other _____

City: _____

Signed _____

This form is to be completed and returned to the Human Resources Office.

ETHICAL STANDARDS FOR EMPLOYEES

The laity, by virtue of their baptism, have a true vocational calling from Christ to serve actively as members of His Body, the Church. As the People of God, the faithful share actively in the ministry of Christ and the Church by living lives of Christian witness, proclaiming the message of the gospel in word and deed, and working collaboratively with those who are in ordained leadership. They share in the mission which God has entrusted to the Church to fulfill in the world, in accord with the gifts and talents that they possess. These gifts and talents are shared with all members of the Church thus providing for the continual building up of the Kingdom of God.

The Church relies on the direction and energies of the laity to aid in fulfilling its mission. The laity are challenged to embrace the seriousness of their respective vocational callings and to serve those who are in their parish and local communities. The laity are reminded of the need for continual growth in their spirituality; this is especially enriched at the celebration of the Eucharist.

Church Personnel will exhibit the highest ethical Standards and personal integrity reflective of the teachings of the Gospel.

Employees will:

- model a life consistent with the teachings of the Gospel, promoting through their own life the way to love God and to love neighbor as self.
- exhibit a deep commitment to the Church and loyalty to its traditions and teachings in the way that they interact in the lives and circumstances of the people they serve.
- have a responsibility to stay attuned to their own spiritual life, nurturing an ongoing prayer life.
- witness in all relationships the chastity appropriate to their state in life, whether celibate, married or single.
- strive to keep physically and emotionally healthy, guarding against substance abuse (e.g. abuse of alcohol and prescriptive drugs, and/or illicit drugs) and nurturing appropriate relationships.

Church Personnel will at all times conduct themselves in a professional manner including developing and maintaining the level of professional competence commensurate with their ministerial duties.

Employees:

- are responsible to maintain high levels of professional competence in their particular ministry attending seminars and workshops in areas that are relevant to their current ministries.
- who provide counseling will not step beyond their competence in counseling situations. The employee will be prepared to refer to other professionals when the need arises.
- are responsible for stewardship of all resources entrusted to their care and for a clear accounting of such resources.
- are knowledgeable about the behaviors that constitute sexual abuse and harassment and the physical and psychological symptoms that indicate the possibility of such abuse.
- help to maintain a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
- will not post or access pornography or other offensive legal or illegal material, including hate literature, defamatory, libelous, offensive, or demeaning material online. This is unacceptable behavior. Such behavior is subject to investigation and can result in strong disciplinary action. Posting or accessing child pornography is a criminal offense. If child pornography is discovered the Diocese has an obligation under law to report to civil authority.

Such behaviors will be addressed with progressive discipline and could result in termination.

Church Personnel will witness God's love for every person by sensitivity, reverence and respect of each individual with and to whom they minister.

Employees will:

- honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person by providing service without regard to economic status, age, gender, race, ethnicity, sexual orientation, or physical or mental abilities.
- reach out to all people in a spirit of humility, reverence and respect.
- be aware that issues of aging, gender, culture, race, religion, sexual orientation, physical and mental disabilities, and language all affect how the message of the Gospel as exemplified in their ministries is received and interpreted.
- be sensitive to the good of the community as they respond in their ministerial role to diverse forms of spirituality and theology within the community.

Church Personnel will be conscious of the unique power they have in relationships due to the trust they are given and the visibility of their witness and leadership.

Employees will:

- avoid ministerial relationships that could impair professional judgment, create conflicts of interest or lead to exploiting the relationship for personal gain.
- Establish and maintain ministerial relationships characterized by openness, honesty and integrity avoiding any abuse of ministerial power

Church Personnel assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.

- Employees who provide pastoral counseling or spiritual direction must avoid developing inappropriate relationships with minors, other staff or individuals.
- All information which is disclosed to an individual while serving as an employee of the diocese is to be kept confidential.
- Employees must refrain from any statements that are either false, degrading, defaming, invasive or harmful to another's reputation.
- Employees are prohibited from using physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors.
- The two adult rule applies in any instance where an adult is working with minors. When private conversations are necessary they should occur in rooms that provide a safe environment of open access and visibility.
- Employees responsible for children will follow the guidelines developed for Safe Environment for all activities.

Church Personnel will avoid taking unfair advantage of ministerial relationships for the benefit of themselves or others.

Employees will:

- avoid exploiting the trust of those who seek their service by not using them to satisfy their needs for attention and pleasure.
- exercise prudent judgment in the giving or receiving of gifts or benefits.
- not use or borrow money from ministerial accounts for personal use.

Church Personnel will not physically, sexually or emotionally abuse or neglect any person.

Employees will:

- not exploit persons for sexual purposes.
- not initiate sexual behavior in ministerial relationships and must refuse it even when the other invites or consents to it.
- be certain that physical contact with minors occurs only when completely non sexual and never in private or in environments that are not easily observable by others.
- Appropriate affection between Church Personnel and minors is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for most Church sponsored and affiliated programs:
 - Side hugs
 - Shoulder to shoulder or "temple hugs
 - Hand-shakes
 - "High-fives" and hand slapping
 - Fist pumps
 - Verbal praise
 - Touching hands, faces, shoulders, and arms of minors
 - Arms around shoulders
 - Holding hands while walking with small children
 - Sitting beside small children
 - Kneeling or bending down for hugs with small children
 - Holding hands during prayer
 - Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities)
- Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following

are examples of affection that are inappropriate and are **not** to be used in Church sponsored and affiliated programs:

- Inappropriate or lengthy embraces
 - Kisses on the mouth
 - Holding minors over two years old on the lap
 - Touching bottoms, chests or genital areas
 - Showing affection in isolated areas of the facility such as bedrooms, closets, staff only areas or other private rooms
 - Sleeping in bed with a child
 - Touching knees or legs of minors
 - Wrestling with minors
 - Tickling minors
 - Piggyback rides
 - Any type of massage given by minor to adult
 - Any type of massage given by adult to minor
 - Any form of unwanted affection
 - Compliments that relate to physique or body development
- Employees will not humiliate, ridicule or degrade children or youth entrusted to their care and will exhibit no tolerance for abusive behavior of any kind.

Church Personnel have a duty to report their own ethical and professional misconduct and the misconduct of others.

Employees are to:

- be aware of and clearly understand these ethical and professional Standards of behavior as developed by the Catholic Diocese of Wilmington and determine if their behaviors comply.
- hold one another accountable to these ethical Standards in accord with the approved accountability process for the Diocese.

- be aware of the laws of the States of Maryland and Delaware regarding child abuse and neglect and reporting requirements.
- report any allegations of child abuse or misconduct to both the Diocese of Wilmington and Delaware/Maryland Law Enforcement Agencies.
