

Code of Professional Conduct for Volunteers

This Code of Professional Conduct for Volunteers (Code) provides the general outline and spirit of the set of standards for conduct, that being of the highest moral and Christian values, to be exercised at all times. Volunteers will be responsible for adherence to this Code. The Code will be used in conjunction with other related guidelines, rules and policies as applicable to each volunteer. Each volunteer will sign an acknowledgement of receipt of the Code on the attached Volunteer Application.

Standards of Conduct with Clients

1. Volunteers will maintain an open and trustworthy relationship with clients including youth (an individual who has not reached the legal age of majority -18 years of age).
2. Volunteers will not use or possess alcohol and/or illicit drugs while working with any client.
3. Volunteers will be aware of the potential impropriety and even the appearance of impropriety, when working with clients. Volunteers will not work alone with a youth.
4. Volunteers, will not share overnight accommodations alone with youth including, but not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place. In an emergency situation, when accommodation is necessary for the health and well-being of youth and the above prohibition cannot be avoided, extraordinary care will be necessary for the protection of all parties from the risk of harm and even the appearance of impropriety.
5. Volunteers should exercise discretion in having any physical contact with any client.
6. All volunteers must respect the faith and/or beliefs of the client. Volunteers will not proselytize or impose personal religious beliefs upon the client.
7. Volunteers will understand their relationship with the client is not legal or financial in nature.
8. Volunteers are prohibited from dating or having sexual contact with any client.

Reporting Standards

1. CCDBR personnel and volunteers will hold one another accountable for maintaining the highest ethical, moral and professional standards. Volunteers will take seriously every allegation or report of unethical behavior and/or professional misconduct.
2. In the event that the allegation or report involves any form of abuse, either mental, physical, or both, or the substantial risk of danger to the health or welfare of any client, then volunteers will report same to local law enforcement authorities immediately and thereafter report same to their immediate supervisor.

Administration

1. Personnel and other administrative decisions made by volunteers will meet civil and canon law obligations; reflect Catholic social teachings and the standards of this Code.
2. Volunteers will not use their positions to exercise unreasonable or inappropriate power and authority or take advantage of anyone to further their personal, religious, political, or business interest.
3. Volunteers will avoid any situation that might present a conflict of interest or even the appearance of a conflict of interest.
4. Volunteers should inform all affected parties including their supervisor, when a real or potential conflict of interest exists.

Well-Being of Volunteers

1. Volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental and/or emotional health.
2. Volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own lives.
3. CCDBR personnel and volunteers should cooperate with and support one another.

Harassment

1. Volunteers will not engage in any form of physical, psychological, written and/or oral harassment of any person and will not tolerate any such conduct by any other CCDBR personnel.
2. CCDBR personnel and volunteers will maintain a professional work environment that is free from all forms of physical, psychological, written and/or oral intimidation or harassment.
3. This prohibition against harassment encompasses a broad range of physical, psychological, written and/or oral behavior including without limitation: physical or mental abuse; racial insults, comments or jokes; derogatory ethnic slurs; unwelcome sexual advances or touching; sexual comments or jokes; display of offensive materials; or requests for sexual activity or behavior of any kind for any reason. CCDBR personnel and volunteers will take every report or allegation of harassment seriously and will report same to their immediate supervisor.

Communication Standards

1. CCDBR personnel and volunteers should be open to and accessible to one another and to all parishioners.
2. CCDBR personnel and volunteers should address and seek to resolve all matters promptly, efficiently and fairly.
3. CCDBR personnel and volunteers will not create, send, forward, or transmit any message containing hostile, intimidating and/or offensive material pertaining to race, sex, religion, national origin, disability, or age in any form or medium including, without limitation: verbal, handwritten, typewritten, electronic communication, using any equipment, computer, CCDBR-owned telephone and/or cellular phone, PDA or other device used in connection with CCDBR-related activities.



Volunteer Application

Please read the Code of Conduct and complete this application. You may mail to P. O. Box 1668, Baton Rouge, LA 70821, email it to volunteer@ccdiobr.org or fax to 225-336-8745. Call 225-336-8700 if you have any questions.

Name (First, Middle, Last): _____ Age: _____ Date: _____

Street Address: _____ City/State/Zip _____

Civil Parish: _____ Length at Current Address: _____ yrs _____ mos

Phone #'s: Home _____ Cell _____ Work _____

Email _____ Would you like to receive a CCDBR newsletter by email? Yes No

Employer _____ Position _____

How did you find out about CCDBR? _____ Birthday _____

Religious affiliation and congregation, if you care to let us know _____

Which type of volunteer work would you prefer to do? (Please check all that apply)

- Filing/ Copying / Data entry
- Event helper (we'll contact you in advance of our next event)
- Providing resume building/job search assistance to clients
- Helping to answer phones at the front desk
- Teaching adults basic computer literacy/skills
- Tutoring children after school
- Translation- Language: _____
- Sorting Donations
- Lawn Care/ Property Maintenance
- Other _____

Special training, skills, hobbies, etc. that might be helpful: _____

Please list your general availability below. Note: We are open Mon – Fri, 8:30 am – 4:30 pm. **We are closed on all major holidays and holy days of obligation. Weekend volunteer activities are very limited**, and are scheduled only a few times throughout the year.

- Mondays, time _____
- Tuesdays, time _____
- Wednesdays, time _____
- Thursdays, time _____
- Fridays, time _____
- A given short-term project, if my schedule permits

Do you have a valid driver's license? Yes No **Car insurance?** Yes No

Do you have a car available for transporting others? Yes No **Truck?** Yes No

We must conduct driving checks on all volunteers driving CCDBR vehicles or transporting clients. If you use your own vehicle, you must provide us with current proof of valid insurance and vehicle registration.

Are you requesting community service hours? Yes No **If yes, how many hours?** _____ **Deadline?** _____

Have you ever been convicted of a crime? Yes No **If yes, please explain the nature of the crime and the date of the conviction and disposition here:** _____

Are you currently under court supervision Yes No **If yes, Please explain** _____

Conviction of a crime is not an automatic disqualification for volunteer work. We may conduct a criminal background check if you are working in special situations.

To get to know you better... Why would you like to volunteer with Catholic Charities? _____

With which other agencies, here or in other cities, have you volunteered? _____

References: Please list two people who know you well but are not relatives and who can attest to your character, skills and dependability. You may include your current or last employer.

Name _____ Relationship to you _____ Phone _____

Mailing Address _____ Years Known _____

Name _____ Relationship to you _____ Phone _____

Mailing Address _____ Years Known _____

Please read the following carefully and check the box to signify your acceptance of this policy.

I understand this is an application for volunteering and not a commitment from CCDBR and certify the information provided is true, correct and complete. I understand misrepresentations or omissions by me may be cause for my immediate rejection or termination as a volunteer.

I acknowledge I have read and understand the CCDBR code of Profession Conduct for Volunteers and authorize a criminal background check. I understand that any action inconsistent with this Code, failure to take action mandated by this Code on my part, or an omission or error in this application may result in disciplinary action, including but not limited to termination of my volunteer services.

Waiver: I agree to assume the risk of any accident or injury to person or property that may be sustained in connection with my participation with CCDBR. In addition, I agree to release and discharge CCDBR and any of its directors, officers, employees, volunteers, partners, affiliates and successors from all liability or responsibility for any such accident or injury. I will disclose any physical or psychological ailment that might impede my work. If I enter a course of treatment that might adversely affect my performance of volunteer duties, I will disclose such to my supervisor.

Permission for Public Release: I hereby authorize Catholic Charities and the Diocese of Baton Rouge to use or broadcast photos, film and audio recordings of me and to publish any copy I have written. I further authorize Catholic Charities and the Diocese of Baton Rouge to release or circulate the same in any manner for all purposes in any form without my name. I understand the copy, photos and/or videos will be viewed by the public and that other use may be made of them.

Volunteer Confidentiality Statement: All volunteers have a responsibility to CCDBR, their clients and donors to maintain the confidentiality of their circumstances and personal matters. I agree to the following:

1. No identifying information about CCDBR clients or donors (names, addresses, social security numbers, physical disabilities, etc.) will be revealed to anyone outside CCDBR and only to those CCDBR personnel to whom the information is necessary for service to the client or donor.
2. Discussing personal circumstances concerning a client or donor, even if names, addresses or social security numbers are not revealed, is also considered a breach of confidentiality. A volunteer must not describe in detail personal circumstances or information concerning any client or donor for whom services were provided, even if a name or address is not revealed. Discussion of or description of any client or donor's personal information or circumstances is considered detrimental to the client and donor's rights to privacy.
3. The fact that a client's name or donor's name has been made public through the media does not alter the fact that the individual still has confidentiality privileges within CCDBR and its programs and agencies. Confidentiality must at all times be maintained.

I will maintain, protect and safeguard the privacy and confidentiality of Catholic Charities clients and donors at all times.

CCDBR Volunteer Signature _____ **Date** _____

FOR THOSE UNDER THE AGE OF 18, Parent's or guardian's permission is required. I, as the parent/guardian of _____ give permission for him/her to volunteer with Catholic Charities, Diocese of Baton Rouge, and agree to the policies stated contained herein.

Signature of Parent or Guardian

Date

In connection with your employment or application for employment (including contract for service or volunteering) with Catholic Charities, an investigative consumer report (which may contain public record information) may be requested from ISP/ProMesa Enterprises, Inc. These reports may contain public record information concerning your driving record; criminal records, etc., from federal, state, and other agencies which maintain such records; as well as information from ISP/ProMesa Enterprises, Inc. concerning previous requests made by others from such agencies.

You have the right to receive, upon written request within a reasonable period of time, (not to exceed 30 days from the date of this release) a complete and accurate disclosure of the nature and scope of the investigation requested. You have the right to make a request to ISP/ProMesa Enterprises, Inc., upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that ISP/ProMesa Enterprises, Inc. has previously furnished within the two-year period preceding your request. ISP/ProMesa Enterprises, Inc. may be contacted by mail at: ISP/ProMesa Enterprises, Inc. Attn: Consumer Department 5316 Hwy. 290 Suite 500, Austin, TX 78735, or by phone at 800-474-4420.

Yes No Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?
If yes, please explain (use back of application if needed):

ALL Fields are REQUIRED!

Address (Street, City, Zip): _____

Social Security Number (required): _____

Driver's License: State _____ Number _____

Date of Birth: Month _____ Day _____ Year _____

Yes No Have you changed your last name in the past 5 years?

If Yes, what was your previous last name? _____

Yes No At any time during the past 5 years have you lived in a different state or do you currently live outside of Louisiana?

If yes, what state did you live in? _____

_____ **Print Applicant Full Name** _____ **Date**

_____ **Applicant Signature**

Do Not Write Below This Line

Place a check mark in the box to the left of the investigative option(s) you require.

<input type="checkbox"/>	Educational Background Investigation	<input type="checkbox"/>	Credit history
<input type="checkbox"/>	Professional Credentials	<input type="checkbox"/>	Criminal history
<input type="checkbox"/>	Previous work history	<input type="checkbox"/>	Driving Record

Requested by: _____ **Department:** _____

The Roman Catholic Church of the Diocese of Baton Rouge

Code of Ethics and Behavior for Adults who Minister with Minors and Vulnerable Adults in the Diocese of Baton Rouge (the “Code of Ethics and Behavior”)

USCCB Charter for the Protection of Children and Young People:

Article 12. Dioceses/eparchies are to maintain “safe environment” programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

The Roman Catholic Church of the Diocese of Baton Rouge (the “Diocese of Baton Rouge” or “Diocese”):

1. All personnel who are deemed to be subject to the child and vulnerable adult protection policies of the Diocese shall adhere to the *Code of Ethics and Behavior* which they have agreed in writing to follow.
2. All personnel shall notify their pastor, principal or agency director immediately, orally and in writing, when they become aware that the *Code of Ethics and Behavior* has been violated.
3. The *Code of Ethics and Behavior* shall be published on the Diocese website and printed copies shall be made available upon request to the faithful at every parish, school and agency of the Diocese of Baton Rouge.

Code of Conduct for Interactions with Minors and Vulnerable Adults (“Code of Conduct”):

As an adult working with minors and vulnerable adults (each, a “**Protected Individual**” and collectively, “**Protected Individuals**”), I agree to strictly follow the provisions of this *Code of Conduct* as a condition of my providing services to Protected Individuals in the parish, school or Diocese where I worship, work or volunteer.

In my ministry interactions with Protected Individuals (face to face and via technology), I shall:

- Treat** everyone with respect, patience, integrity, courtesy, dignity and consideration.
- Avoid** situations that do not allow for public visibility and accessibility, where I am isolated with Protected Individuals (e.g., avoid developing outside *private* relationships with Protected Individuals and *initiating* private communications with Protected Individuals outside of approved ministry activities).
- Safeguard** my use of technology so as to avoid private/isolated communications with Protected Individuals, the sharing of personal information regarding Protected Individuals, and the public identification of Protected Individuals that does not conform to the technology policies and procedures of my parish, school, or agency where I am in ministry with Protected Individuals.
- Follow** all guidelines for communications with Protected Individuals set forth by the parish, school or diocesan agency for which I am working or volunteering.
- Refrain** from giving or accepting expensive gifts to/from Protected Individuals or their parents without prior written approval from the pastor, principal, or agency director.
- Report suspected** child and vulnerable adult abuse in accordance with Louisiana state law and *the Diocese of Baton Rouge Process for Reporting the Alleged Abuse of Protected Individuals* (the “**Reporting Process**”) (copy attached).
- Cooperate** fully in any investigation of abuse of Protected Individuals.
- Conduct** myself in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church.
- Provide** a professional work environment that is free from harassment.

Code of Conduct:

As an adult working with Protected Individuals, I promise to strictly follow the provisions of the *Code of Conduct* as a condition of my providing services to Protected Individuals in the parish, school or Diocese where I worship, work or volunteer.

In my ministry interactions with Protected Individuals (face to face and via technology)

I shall not:

- Smoke, vape** or use tobacco or vaping products in the presence of Protected Individuals.
 - Use**, possess, or be under the influence of alcohol at any time while working with Protected Individuals.
 - Use**, possess, or be under the influence of illegal drugs at any time.
 - Pose** any health risk to Protected Individuals.
 - Strike**, spank, shake, or slap Protected Individuals.
 - Humiliate**, ridicule, threaten, or degrade Protected Individuals.
 - Use** any discipline that frightens or humiliates a Protected Individual or a group of Protected Individuals.
 - Make** any type of statement about a Protected Individual's body type, shape, build, or looks.
 - Make** any type of statement that degrades or puts down in way any other adult, minor or group of people, including without limitation any type of racial joke, slur or degrading comment about any race, person or group of people.
 - Touch** a Protected Individual in a sexual or other inappropriate manner.
 - Plan** or conduct any type of youth-oriented event in the name of the Diocese, other than those that are approved, planned, and conducted by my church and/or school ministry team.
 - Share** with a Protected Individual anything about my own sexual history or any other past or present experience that crosses the boundary between public and private. (Catechists who are responsible for teaching Catholic sexual morality must be certified through the diocesan human sexuality course.)
 - Share** a room (i.e., stay overnight in the same room) with a Protected Individual or group of Protected Individuals during any type of event.
 - Allow** a Protected Individual or group of Protected Individuals to stay overnight in my own home unless due to a shared friendship between my child and another adult's child.
 - Take** improper advantage of a counseling and/or authoritative relationship for my own benefit.
 - Manufacture**, possess, or distribute child pornography.
 - View** movies or other similar materials containing inappropriate content with or in the presence of Protected Individuals.
 - Listen** to music that is degrading of any person or race, or of one's sexuality, with or in the presence of Protected Individuals.
 - Contribute** to the delinquency of a Protected Individual as prohibited by Louisiana law.
 - Enter** into any type of private communication with a Protected Individual that is not within the scope of my ministry, or any communication that would undermine the parent-child relationship, or serve to foster an inappropriate relationship with a Protected Individual.
 - Request** confidentiality of one or more Protected Individuals.*
 - Promise** confidentiality to one or more Protected Individuals.*
 - Abuse** or neglect a minor or vulnerable adult as prohibited by Louisiana law.
- *See also "Communications and Confidentiality" section below.

Appropriate Physical Contact Allowed While Working with Protected Individuals

I understand that the following forms of physical contact are appropriate while working with Protected Individuals:

- Handshakes** and "High Fives."
- Brief** hugs (when initiated by a Protected Individual).
- Hand** holding (during group prayer).
- Contact** that is a component of an acceptable group activity (such as an icebreaker, group prayer service, or sporting activity).

Inappropriate Physical Contact Not Allowed While Working with Protected Individuals:

I understand that the following forms of physical contact are not allowed while working with Protected Individuals:

- Kissing or prolonged embraces involving a Protected Individual.
- Giving or receiving any type of massage involving a Protected Individual.
- Showering or bathing with a Protected Individual.
- Allowing a Protected Individual to sit on one's shoulders or lap.
- Fondling, petting, or any type of genital contact involving a Protected Individual.
- Leaning against a Protected Individual (when seated or standing).

Communications and Confidentiality with Protected Individuals in Ministry

Private communication with a Protected Individual is defined as any type or form of communication that takes place apart from an appropriate and approved ministry setting. Therefore, adults in ministry with Protected Individuals shall not enter into any type of private communication with a Protected Individual that is not within the scope of their ministry, or any communication that would undermine the parent-child relationship or serve to foster an inappropriate relationship with a Protected Individual.

Types of Communications (Verbal/Written) While Working with Protected Individuals:

It is normal for an adult in ministry to enter into a spontaneous conversation with a Protected Individual. However, adults shall consider that some issues, even if shared spontaneously in open conversation, must be brought to the attention of a Protected Individual's parents in the case of a minor, or guardian in the case of a Vulnerable Adult.

Adults in ministry with Protected Individuals shall follow all communications/technology guidelines and policies established by the parish, school or diocesan agency where they worship, work or volunteer.

Adults in ministry with Protected Individuals are obligated to read thoroughly any written communication that the adult receives from a Protected Individual. If it is appropriate to ask a Protected Individual to make journal entries as a part of the religious education process, then adults are also obligated to read and take seriously such entries and to respond to them in keeping with the standards stated in this *Code of Ethics and Behavior*, particularly if the information shared is that of the alleged abuse of that Protected Individual or if the information leads the adult to suspect that a Protected Individual is at risk of harming him or herself or others.

Confidentiality in ministry with Protected Individuals has an appropriate place. However, no communication between adults and the Protected Individuals to whom they minister is protected by privilege (i.e., such as that which exists between a priest and penitent in sacramental confession, a lawyer and client, or a doctor and patient.) Adults will, therefore, commit themselves to a specific standard regarding communications with Protected Individuals. In settings such as small groups during a retreat, an adult small group leader may encourage the group to keep what is shared in the group confidential, unless a member of the group shares information that leads the adult to suspect that a Protected Individual is at risk of harming him or herself or others. Such information shall not be kept confidential. In cases of alleged or suspected abuse, diocesan personnel shall follow the *Reporting Process*.

Diocesan Requirements/Certification to Work in Ministry with Protected Individuals

I understand and agree that I shall complete the following requirements prior to working in ministry with Protected Individuals:

- Obtain a Criminal Background Check (to comply with state and federal laws).
- Complete promulgated diocesan training on Recognizing and Reporting Abuse.
- Read, sign and submit the *Code of Ethics and Behavior* acknowledgment form.
- Complete the appropriate diocesan EAPPS application.

THE DIOCESE OF BATON ROUGE
Process for Reporting the Alleged Abuse of a Protected Individual

*When the
Accused is a:*

**Priest, Deacon,
Religious Brother
or Sister, or
Seminarist**

-
- Step 1: Mandated Reporter calls local Police or Sheriff's Department
 - Step 2: Mandated Reporter alerts Diocesan Victim Assistance Coordinator via the 24-Hour VAC Hotline
 - Step 3: Victim Assistance Coordinator alerts the appropriate Diocesan Chancery Official

**Diocesan 24-Hour Victim
Assistance Hotline
(225) 242-0250**

**Diocesan Office of Child
and Youth Protection
(225) 242-0202**

**Employee of the
Diocese, Volunteer
in Ministry or
Other person**

-
- Step 1: Mandated Reporter makes report to appropriate Civil Authority (Abuse of minor within the home: Call Department of Children and Family Services; Abuse of minor outside of the home: Call local Police or Sheriff's Department; Abuse of Vulnerable Adult: Call local Police or Sheriff's Department and appropriate Louisiana Vulnerable Adult Services)
 - Step 2: Mandated Reporter alerts his or her immediate supervisor
 - Step 3: Supervisor alerts appropriate Department Head and the Director, Office of Child and Youth Protection
 - Step 4: If abuse is sexual in nature, call the diocesan Victim Assistance Coordinator via the 24-Hour Victim Assistance Hotline when accused is a diocesan employee, volunteer or other person

**Diocesan Office of
Human Resources
(225) 387-0561**

**Louisiana Department
of Children and Family
Services State-Wide
24-Hour Hotline
855-452-5437**

**Louisiana Adult
Protective Services
(for vulnerable adults
ages 18-59)
1-800-898-4910**

**Licensed
Daycare
Staff**

-
- Step 1: Mandated Reporter makes report to Department of Children and Family Services
 - Step 2: Mandated Reporter alerts his or her immediate supervisor
 - Step 3: Supervisor alerts appropriate Department Head and the Director, Office of Child and Youth Protection
 - *Step 4: If abuse is sexual in nature, call the diocesan Victim Assistance Coordinator via the 24-Hour Victim Assistance Hotline

**Louisiana Department of
Elderly Protective
Services
(for vulnerable adults
ages 60 and older)
1-833-577-6532**

Acknowledgement of Receipt and Review of, and Agreement to Comply with, the Code of Ethics and Behavior, Including the Code of Conduct and the Reporting Process*

By signing where indicated below, I acknowledge that I have received, carefully read and fully understand the attached Code of Ethics and Behavior for Adults who Minister with Minors and Vulnerable Adults in the Diocese of Baton Rouge ("*Code of Ethics and Behavior*"), including the Code of Conduct for Interactions with Minors and Vulnerable Adults ("*Code of Conduct*") and the Process for Reporting the Alleged Abuse of a Protected Individual ("*Reporting Process*"), and agree to comply with them in all respects, and to conduct myself and fulfill my ministerial responsibilities according to all of their provisions.

I accept responsibility to carry out all of the provisions of the *Code of Ethics and Behavior*, including the *Code of Conduct* and the *Reporting Process*, and to refer any questions concerning them to my immediate supervisor or the Diocesan Child Protection Officer for further clarification. I understand that the Diocese of Baton Rouge reserves the right to change, modify, and/or revise any of the provisions contained in them at anytime.

I acknowledge that the Diocese of Baton Rouge is relying upon my representations made herein and in the documents referenced above to allow me to minister to Protected Individuals as therein defined.

Diocesan Child Protection Officer:

Amy J. Cordon
P.O. Box 2028
Baton Rouge, LA 70821-2028
(225) 242-0202
childprotection@diobr.org

Employee/Volunteer Signature

Date Signed

PRINT Full Name of Employee/Volunteer

***This statement when signed and dated must be returned to the appointed Child Protection Site Coordinator and placed in the signatory's Child Protection file.**