



Diocese of Altoona-Johnstown

Office of Child and Youth Protection

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Employee/Volunteer's Code of Conduct

Our children are the most important gifts God has entrusted to us. As an employee or volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct as well as the Policies for Youth Protection of the Diocese of Altoona-Johnstown as a condition of my providing services to the children and youth of my parish, school, diocesan office and/or program.

As an employee/volunteer, I will:

- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at parish, school and diocese activities, making sure that there are always a sufficient number of chaperones.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept and refrain from giving expensive gifts from/to children and/or youth or their parents/ guardians without prior written approval from the pastor or administrator.
- Report suspected abuse to the Department of Public Welfare: ChildLine. Then inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As an employee/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, especially while volunteering.
- Touch a child and/or youth or speak to a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates, ridicules or threatens children and/or youth.

I understand that as an employee/volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct, the Policies for Youth Protection of the Diocese of Altoona-Johnstown or failure to take action mandated by this Code of Conduct may result in my dismissal as an employee or removal as a volunteer with children and/or youth.

Employee/Volunteer's Printed Name

Employee/Volunteer's Signature

Date