



Volunteer Code of Conduct

This Code of Conduct establishes standard policies and provides guidance for the service of Partnership for Youth volunteers.

This Code aims to further the Church's mission by providing guidelines which achieve several overarching objectives:

- Promote authentic witness to Jesus Christ by those who serve in the Church,
- Protect, nurture, and guide minors, vulnerable adults and all others with whom we interact,
- Provide practical guidance to volunteers to enable them to serve effectively and safely,
- Promote personal well-being, and
- Build positive relationships founded upon respect, trust, and integrity.

This Code applies to conduct of volunteers that relates to their role interacting with minors or vulnerable adults.

An adult volunteer whose ministry involves either regular or unsupervised interaction with minors must complete the Essential 3 before beginning volunteer service. The Essential 3 consists of: a background check; safe environment training; and agreement to adhere to this Code.

1. Ethical Standards for Personal Interactions

- 1.1. Volunteers will maintain appropriate boundaries and exercise reasonable and appropriate interactions with others.
- 1.2. Volunteers will relate to others with patience, courtesy and respect, and will work collaboratively and cooperatively with all those serving a Partnership for Youth event.
- 1.3. Volunteers should use positive reinforcement and encouragement, and encourage others to do likewise.
- 1.4. Volunteers will dress appropriately and consistent with their volunteer roles and activities.
- 1.5. Volunteers, in their service to the Church, must conduct themselves in a manner consistent with Catholic teaching.
- 1.6. Volunteers must exercise discretion and confidentiality, and should consult with an immediate supervisor before disclosing confidential information to others.

2. Conduct with Minors

- 2.1. Volunteers must use prudent judgment and common sense when working with minors.
- 2.2. Volunteers should be aware of their own vulnerability and the vulnerability of others when working with minors. Volunteers should avoid any conduct that a reasonable person could misconstrue as improper. A team approach with appropriate supervision should be in place to promote a safe environment for all.
- 2.3. Volunteers should not meet alone with any unrelated minor. One-on-one activities are best held with staff supervision in a public area or an area visible to others through a window or open door.
- 2.4. Volunteers who minister to the home-bound and to minors are encouraged to serve in the company of another safe environment trained adult whenever possible.
- 2.5. Physical contact with unrelated minors must be public, appropriate, and nonsexual. Some examples of permissible physical contact include:
 - a. Brief side hugs or an arm around the shoulder.
 - b. Brief pat on the shoulder/upper back.
 - c. Hand-shakes or "high fives".
 - d. Holding hands during prayer.
 - e. Holding hands while walking with young children and those unsteady.
 - f. Brief touching of hand, head, shoulder, or arm.

Some examples of non-permissible physical contact include:

- a. Tickling,
 - b. Massages,
 - c. Prolonged hugs from the front or rear,
 - d. Touching of breasts or genitals.
- 2.6. Volunteers must not possess or use alcohol, tobacco, or illegal drugs when interacting with unrelated minors, nor provide these items to a minor. Volunteers should take great care to avoid use of medications that impair functioning or good judgment when volunteering with minors.
 - 2.7. Volunteers must not acquire, possess or distribute and pornographic or sexually explicit, profane, or otherwise inappropriate materials, by any means or technology. Volunteers are prohibited from viewing pornographic materials on, or taking pornographic materials to a Partnership for Youth event. Suspected child pornography must be referred to law enforcement immediately.
 - 2.8. Volunteers are prohibited from showing pornographic material to minors and illegally providing alcohol, tobacco or drugs to minors.
 - 2.9. Volunteers must not travel in a vehicle with an unrelated minor without another safe environment trained adult present, except in documented emergencies. In documented situations where groups are being transported with only one adult driver in a vehicle, a sufficient number of drivers should be available to manage unanticipated situations.
 - 2.10. Volunteers must not share private space or overnight accommodations (bedroom, hotel room, tent, camper, bed, etc.) with any unrelated minor.
 - a. In situations (with minors) in which overnight accommodations are in open spaces (gymnasiums, classrooms, gathering spaces, etc.), actions should be taken to provide suitable supervision and create reasonable separation between sexes and between adults and minors.
 - b. All overnight events require all adults 18 and older to be Essential 3 qualified.

- c. Communications by volunteers with unrelated minors must be for volunteer ministry-related reasons only. Volunteers must maintain appropriate boundaries in all communications with an unrelated minor, including communications through the use of electronic devices or web-based media. Volunteers should only communicate to minors or vulnerable adults in a group message or public forum. Any private, one-to-one communication initiated by a minor or vulnerable adult to a volunteer must be shared with the parent/guardian as well as the volunteer's supervisor.

As a volunteer, I promise to strictly follow the rules and guidelines in the Volunteer Code of Conduct as a condition of my providing services to the youth who participate in Partnership for Youth programs.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with youth.
- Use positive reinforcement rather than criticism or competition when working with youth.
- Refuse to accept and refrain from giving gifts of monetary value.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor, and PFY Staff. I understand that failure to report suspected abuse to civil authorities is, according to law, a misdemeanor.
- Cooperate fully in any investigation of abuse or related to an action at this conference.

As a volunteer, I will not:

- Smoke or use tobacco products in the presence of participants.
- Use, possess, or be under the influence of alcohol.
- Use, possess or be under the influence of illegal drugs at any time.
- Pose any health risk to participants via fever or other contagious illness.
- Strike, spank, shake or slap a participant.
- Humiliate, ridicule, threaten, degrade or use any discipline that frightens a participant.
- Touch a participant in a sexual or other inappropriate manner.
- Use profanity in the presence of participants.

Modesty Guidelines

The Partnership for Youth programs have very specific guidelines regarding modest dress. All volunteers and participants are required to strictly adhere to these policies. NOTE: Some guidelines apply specifically to males while others are directed to females.

- Shorts, skirts or dresses must be at or below fingertips when standing with arms hanging normally at the side.
- Shirts that reveal midriff or are low cut revealing cleavage are not permitted.
- Clothing that is tight, drawing attention to the shape of the body, is not permitted.
- Leggings and yoga pants must be paired with a long, loose-fitting tunic or dress. Tight-fitting shirts, including conference t-shirts and other similar styles, are not permitted to be paired with leggings or yoga pants.
- Clothing that reveals any undergarments is not allowed.
- Clothing containing images or language that are anti-Christian, crude, sexual in nature, that promote the use of alcohol or drug use, or are in any other way morally objectionable will not be allowed.
- Cross-dressing is not tolerated.
- At events where music is being played, many people often feel moved to dance. While we encourage this, it is our policy that moves which appear tasteless and vulgar will not be permitted. Volunteers are expected to help enforce this policy.

Attire at Holy Mass and all Liturgies

Liturgies, and all public prayer of the Church are sacred and require reverence for God and others. Part of this reverence is found in appropriate dress. In addition to the above modesty guidelines, the following is expected:

- Every participant must remove any headwear. This includes hats, visors, headbands, bandanas, etc.
- Individuals serving as Extraordinary Ministers Holy Communion or other Liturgical capacity must wear long pants or a skirt that falls to at least the knees.

I UNDERSTAND THAT AS A VOLUNTEER WORKING WITH YOUTH, I AM SUBJECT TO A THOROUGH BACKGROUND CHECK INCLUDING CRIMINAL HISTORY. 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 with youth. My signature below indicates that I have read and agree to adhere to all Partnership for Youth Volunteer Policies and the Code of Conduct.

As a volunteer, I agree to the guidelines as stated above.

Volunteer Name (Please Print)

Signature of Volunteer

Date