

Academy of the Holy Names **STANDARD CODE OF CONDUCT**

Our Children are the most precious gifts entrusted to our care. We acknowledge that all individuals shall be treated with respect, courtesy, dignity, patience and integrity.

All employees and volunteers of the Academy of the Holy Names must follow this Code of Conduct when they are working with minors or vulnerable adults.

I will:

1. Read and follow the ‘Guidelines for Professional Conduct for All Professional and Volunteer Personnel Who Work with Minors’.

2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable adults.

3. Show prudent discretion in the expressions of affirmation used with minors and vulnerable adults. This includes refusing expensive gifts from minors and vulnerable persons and refraining from giving expensive gifts to minors and vulnerable adults. The following are examples of appropriate forms of affirmation with minors and vulnerable adults:

- Hugs.
- Pats on the shoulder or back.
- Hand-shakes.
- “High-fives” and hand slapping.
- 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.

4. Refrain from forms of touch such as tickling, wrestling, massaging, which could be construed as sexual with minors or vulnerable adults.

5. Assure that a meeting space with a minor or vulnerable adult has visual access. If this is not possible, make sure that another adult is present.

6. Avoid driving alone with minors or vulnerable adults. In an emergency, and if at all possible, request the presence of another adult.

7. Not consume alcohol products, use tobacco products or profanity nor be under the influence of illegal drugs or alcohol when engaged in working with minors or vulnerable persons.

8. Not share a bedroom with minors or vulnerable adults when there is no other adult supervision present in the room.

9. Never provide minors or vulnerable adults with alcohol or with videos, reading or graphic materials that are inappropriately sexual in nature.

10. Never initiate sexual behavior with a minor or vulnerable adult and will refuse it even when the other invites it. I will report to my supervisor, any sexual behavior initiated by a minor/vulnerable adult.

11. Immediately report suspected violations of this Code of Conduct to the appropriate Administrator (Principal or Campus President).

If the suspected violator is a Principal report the violation to the Campus President. If the Campus President is the suspected violator the incident is to be reported to the Board Chairperson.

This code of conduct does not abrogate or replace any other obligations that I have under any applicable law, guideline, policy or regulation.

I agree to follow this Code of Conduct in my relationship with minors and vulnerable adults. I understand that violation of this Code of Conduct may result in disciplinary action or termination.

Name: _____
(Please Print)

Please Circle One:

Employee Volunteer Student Teacher Other

Signature: _____

Date: _____