

Code of Ethical Conduct for Any Entity Providing Goods or Services

to the Diocese of Kansas City – St. Joseph and Any of its Members

All employees working for a company, contractor, vendor, consultant or any other entity providing goods or services in or to an entity (diocesan office, agency, school, student, client, employee or parish) of the Diocese of Kansas City-St. Joseph must respect the rights and inherent dignity of every person and will be held accountable for their behavior. The intent of this **Code of Ethical Conduct** is to provide a clear and unambiguous blueprint of appropriate and inappropriate behavior for all persons working in the institutions of the diocese, hereinafter referred to individually as “Contractor” regarding contact with children.

While this **Code of Ethical Conduct** is not exhaustive in the variety of situations specifically mentioned, all contractors working with minors must comply with the following obligations:

I will:

- Conduct myself in a professional manner at all times
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- Avoid any contact with minors at all times unless I have been specifically hired to conduct a program involving minors. If this is the case, I understand that I will be under the supervision of a staff member of the diocese
- Avoid situations where I am alone in a private location with children and/or youth
- Never accompany a minor into restrooms without another adult present unless circumstances make it absolutely unavoidable
- Refrain from giving gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator
- Report suspected abuse to The Missouri Child Abuse Hotline at 1.800.392.3738. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor

I will not:

- Smoke or use tobacco products in the presence of children and/or youth or on diocesan property
- Use, possess, or be under the influence of alcohol or illegal drugs while working on the diocesan property
- Use profanity in the presence of children and/or youth
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations)
- Touch a child and/or youth in a sexual or other inappropriate manner

I understand that any action inconsistent with this Code of Ethical Conduct or failure to take action mandated by this Code of Ethical Conduct may result in my removal as a contractor for the Diocese of Kansas City-St. Joseph.

I understand this promise to abide by this **Code of Ethical Conduct**. If for any reason I cannot abide by this **Code of Ethical Conduct** I will notify my supervisor.

Name of Contracting Company: _____ Date: _____

Printed name and Signature of Contracting Company Representative or Vendor / Independent Contractor;

