

DIOCESE OF LAFAYETTE

CODE OF PROFESSIONAL CONDUCT

PREAMBLE

This Code of Professional Conduct applies to all clergy and those in clerical formation, religious and those in consecrated life, employees and volunteers who supervise or work with children (hereafter referred to as *eligible adults*).

GENERAL APPLICATION:

1. *Eligible adults* shall be responsible for adherence to this Code of Professional Conduct.
2. *Eligible adults* who violate or disregard this Code of Professional Conduct will be subject to disciplinary action up to and including dismissal.
3. This Code of Professional Conduct is to be used in conjunction with ALL other employment-related guidelines and policies.
4. *Eligible adults* shall sign an acknowledgement of receipt of this Code of Professional Conduct, a copy of which shall be placed in the individual's permanent personnel file.

SPECIFIC CONDUCT WITH YOUTH:

1. *Eligible adults* shall maintain an open and trustworthy relationship with youth and strive to provide a safe place for youth.
2. *Eligible adults* shall not use or possess alcohol and/or illicit drugs while working with youth.
3. *Eligible adults* should be aware of the potential impropriety, and even the appearance of impropriety, when working alone with any youth. *Eligible adults* shall use a team approach in managing youth activities.
4. *Eligible adults* shall establish and maintain clear, appropriate, and professional boundaries when working with youth.
5. Clergy shall not share overnight accommodations with youth in any church-owned facility, private residence, hotel room, or any other place.
6. Employees and volunteers, in conjunction with church-related activities, shall 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 shall be taken to protect all parties from the risk of harm and even the appearance of impropriety.
7. *Eligible adults* shall exercise discretion in having any physical contact with youth.

HARASSMENT:

1. *Eligible adults* shall not engage in any form of physical, sexual, psychological, written and/or oral harassment of any individual and shall not tolerate any such conduct by any other Church personnel.
2. *Eligible adults* shall maintain a professional work environment that is free from any and all forms of physical, sexual, psychological, written, and/or oral intimidation or harassment.

