

SACRED HEART NATIVITY SCHOOLS CODE OF CONDUCT

Sacred Heart Nativity Schools (“SHNS”) recognizes the inherent dignity of all individuals and promotes respect and reverential behavior toward those with whom the representatives of Sacred Heart Nativity Schools work and serve. Representatives of SHNS must at all times be aware of the responsibilities that accompany their work and service, uphold the values of SHNS, and promote dignity and respect in their daily interactions with others.

Sacred Heart Nativity Schools are committed to providing a safe environment for those with whom we serve and work and has outlined a plan to address the issues of potential abuse and misconduct by our faculty, staff and volunteers. Those who act on behalf of Sacred Heart Nativity Schools may have special influence in the lives of the people they serve and an imbalance of power and hence vulnerability can be inherent in the relationship. It is the responsibility of those representing Sacred Heart Nativity Schools to maintain appropriate boundaries with those with whom they work and serve.

In relationships the appropriateness or inappropriateness of behavior is judged both by the intent of the representative of Sacred Heart Nativity Schools and its impact upon the recipient. It is the policy of Sacred Heart Nativity Schools to expect the behavior of all representatives of Sacred Heart Nativity Schools to comply with professional ethical standards. *Not only must the actual behavior meet appropriate standards, but all representatives of Sacred Heart Nativity Schools are expected to act in ways which do not give the appearance of impropriety.* Additionally, the relationships between Sacred Heart Nativity Schools’ staff, volunteers, and partner agencies must adhere to ethical professional standards.

As a representative of Sacred Heart Nativity Schools, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my affiliation with the organization and in agencies with whom Sacred Heart Nativity Schools partners.

As a representative of SHNS, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with vulnerable people (including but not limited to, minors under the age of 18, the elderly, the disabled, developmentally delayed persons, and/or unconscious persons) outside of the duties of my position.
- Recognize I am in a position of power when working with vulnerable people and therefore have the responsibility of setting and communicating healthy boundaries in order to prevent scenarios that can be later misinterpreted as abuse or provide the appearance of impropriety.
- Receive advance permission from the President for any scheduled home visit required by my professional position. I will ensure parents 1) have given prior permission for the visit and 2) are present for the duration of the visit. I will not be alone with students in their homes or private living quarters.
- Under no circumstances invite or receive minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, to be a visitor in one’s home, residence, dormitory, apartment, rectory or the private living quarters of Priests.

- Refuse to accept or give expensive gifts to/from vulnerable people, their family or friends and anyone at partner agencies.
- Cooperate fully in any investigation conducted by law enforcement or agency representatives or Sacred Heart Nativity Schools' representatives regarding abuse of vulnerable people.
- SHNS's expectation is that staff or volunteers report suspected abuse to the administrator or appropriate supervisor and/or the local law enforcement or other appropriate agency. Depending on the applicable state laws, failure to report suspected abuse to civil authorities may result in criminal prosecution.

As a representative of SHNS, I will not:

- Transport any students in my personal vehicle, or transport just one student in any vehicle.
- Smoke or use tobacco products in the presence of vulnerable people.
- Use, possess, or be under the influence of alcohol at any time while serving with vulnerable people. An exception will be made for receiving sacramental wine as part of Mass or another religious ceremony.
- Use, possess, or be under the influence of marijuana or controlled substances at any time.
- Pose any emotional or physical health risk to vulnerable individuals, including but not limited to:
 - Strike, spank, shake, slap or physically harm others.
 - Humiliate, ridicule, threaten, degrade or emotionally and mentally abuse others.
 - Touch a vulnerable person in a sexual, unwanted or other inappropriate manner.
 - Use any discipline that frightens or humiliates vulnerable people.
 - Use inappropriate profanity in the presence of vulnerable individuals.

I understand that through my affiliation with SHNS, I am subject to a thorough background check including criminal history.

As a representative of SHNS, I have read the attached policies and agree to follow the Code of Conduct. I understand that any action inconsistent with or required by this Code of Conduct may result in disciplinary action, including termination of employment and removal as a person representing SHNS.

This signed acknowledgement will be retained in your Personnel file. You may keep a copy of this signed acknowledgement for your records, if you wish.

Signature

Date

Print Name

Date