

Standards of Conduct for Personnel in Archdiocesan Entities

Updated: January 28, 2019

1. INTRODUCTION

- 1.1 Catholics respond to God's call to holiness by imitating the mind and heart of Jesus, his humility and charity, his pardon and service. One expression of this response is respect for the life and dignity of every human person, which is the foundation of Catholic social teaching.
- 1.2 We treat all people with respect for a number of reasons: they are created in the image and likeness of God; for love of them, to redeem fallen humanity, God became man, suffered, died, and rose from the dead; Jesus made love of neighbor – shown in caring about and for people in need, even enemies – the hallmark of his life and teaching.
- 1.3 This Gospel spirit inspires these Standards of Conduct, which are established as a set of general standards for personnel in entities of the Archdiocese of Dubuque. These Standards do not supersede canon or civil law.
- 1.4 For purposes of this document, "personnel" refers to all clerics (bishop, priest, deacon), religious, and laity who are engaged in any form of work for the Church as an employee or volunteer. The "Archdiocese of Dubuque" refers to all parishes, schools, and programs sponsored by it. The "entities" also covered by this policy are those that are listed in the Official Catholic Directory or the Directory for the Archdiocese of Dubuque, except those that do not have the Archbishop of Dubuque as their President.
- 1.5 In cases of violation of these standards, corrective action can take various forms, ranging from requiring counseling to dismissal, depending on the specific nature and circumstances of the offense, as well as the extent of the harm.

2. ADMINISTRATION

- 2.1 Personnel shall treat others, including co-workers, fellow volunteers, and persons to whom they provide ministry, with justice and mercy, respect and reverence.

3. CONDUCT WITH MINORS (and persons who are developmentally disabled)

- 3.1 Personnel should be aware of their own and others' vulnerability when alone with minors. Whenever possible, a team approach should be used when conducting activities for minors.
- 3.2 Personnel working with minors shall use appropriate judgment to develop trusting relationships marked by personal and professional integrity.
- 3.3 Personnel shall avoid establishing any exclusive relationship with a minor, and exercise due caution when they become aware of a minor desiring such a relationship. Personnel shall not have "one to one" electronic communications with minors. If there is a business or ministry purpose to communicate with minors through social media, then the minor's parents must be aware and

more than one adult must be included in all communications. Personnel shall not list, follow or "friend" minors (unless there exists a close familial relationship or express written permission is given by parent or guardian) or clients served by offices in a clinical, legal or similar professional capacity.

- 3.4 When working with minors, personnel shall avoid physical contact aimed at hurting or punishing the other, or for the sexual gratification of personnel. Physical contact between personnel and a minor should be public, appropriate, and brief.
- 3.5 When working with minors, personnel shall not use tobacco products, alcohol, illegal drugs, or pornography. Likewise, personnel shall not supply minors with pornography, alcohol, or illegal drugs. Personnel shall not give legal drugs to a minor without the express written permission of parent or guardian.
- 3.6 Personnel shall not provide any sexually explicit, inappropriate, or offensive material to minors.
- 3.7 A minor unaccompanied by a parent or guardian shall never be provided overnight accommodations in the living quarters of a bishop, priest or transitional deacon unless there exists a close familial relationship and an express written permission is given by the parent or guardian.
- 3.8 A minor unaccompanied by a parent or guardian shall never be admitted to the living quarters of employees or volunteers, or be provided overnight accommodations, unless there exists a close familial relationship, or express written permission is given by parent or guardian, or another adult is present, or in rare, emergency situations.
- 3.9 Personnel shall never transport a minor in a vehicle unaccompanied by a parent or guardian unless there exists a close familial relationship, or express written permission is given by a parent or guardian, or another adult is present, or in rare, emergency situations.
- 3.10 Personnel should know and understand Archdiocesan policies and procedures concerning allegations of sexual abuse involving minors which can be found on the Archdiocesan webpage of the Office of Protection of Children.

4. SEXUAL MISCONDUCT WITH ADULTS

- 4.1 It is a betrayal of trust for personnel to exploit for sexual purposes another adult, including co-workers, fellow volunteers, and persons to whom they provide ministry.
- 4.2 This misconduct is defined by the Sixth Commandment, as well as by the doctrine and discipline of the Church regarding chastity.
- 4.3 Personnel shall avoid inappropriate intimate relationships with co-workers, fellow volunteers, and persons to whom they provide ministry.

5. SEXUAL HARASSMENT

- 5.1 Sexual harassment involves words or actions of a sexual nature that are unwelcome to include jokes, comments, touching, or advances of a sexual nature, requests for sexual favors as a condition for employment or advancement, or display of pornography.
- 5.2 Sexual harassment, whether a single incident or a persistent pattern of behavior, is incompatible with Church ministry, not to mention respect for the dignity of the human person; personnel will not engage in it, or tolerate the behavior in others.
- 5.3 Harassment need not be sexual in nature. It also includes the creation of a hostile or intimidating work environment.

6. REPORTING VIOLATIONS OF THIS STANDARD OF CONDUCT

- 6.1 Personnel will hold each other accountable for maintaining the highest ethical and professional standards.
- 6.2 Personnel should know and comply with the regulations of the State of Iowa, applicable to their role, as it relates to child abuse, and reporting incidents.
- 6.3 When there is a clear indication of a violation by personnel of these Standards of Conduct, or other religious or moral principles, that constitute illegal action, the proper civil and Church authorities (Pastor, Vicar General, Archbishop) must be notified immediately.
- 6.4 When there is a clear indication of a violation by personnel of these Standards of Conduct, or other religious or moral principles, but which does not constitute illegal action, the proper Church authorities (Pastor, Vicar General, Archbishop) must be notified immediately.
- 6.5 If the person reporting is uncertain about whether a behavior is in violation of these Standards of Conduct, or other religious or moral principles, the Vicar General and/or the Archdiocesan Director of Human Resources should be consulted.
- 6.6 All allegations of violations of this Standard of Conduct, or other religious or moral principles, will be taken seriously, and will be dealt with according to Archdiocesan policy and procedures.
- 6.7 The obligation of counselors and spiritual directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health or well-being of any of the persons involved, especially in the case of a minor. However, if the seal of Confession is involved, it is always to be kept inviolate.

Approved on January 28, 2019 by Archbishop Michael O. Jackels