



# ARCHDIOCESE OF ST. LOUIS

## CODE OF ETHICAL CONDUCT FOR COMPANIES, CONTRACTORS, VENDORS, CONSULTANTS AND ANY OTHER ENTITY PROVIDING GOODS OR SERVICES TO THE ARCHDIOCESE OF ST. LOUIS AND ANY OF ITS ENTITIES

The intent of this *Code of Ethical Conduct* is to provide a set of normative standards of conduct for all employees working for a company, contractor, vendor, consultant or any other entity (“Contractor”) providing goods or services in or to an entity (diocesan office, agency, school, student, client, employee or parish) of the Archdiocese of St. Louis (“Archdiocese”) with respect to their contact with minors and/or vulnerable adults. Contractors must respect the rights and inherent dignity of every person and will be held accountable for their behavior. In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior for those working with or near minors and/or vulnerable adults. While this *Code of Ethical Conduct* is not exhaustive in the variety of situations specifically mentioned, all Contractors working with or near minors and/or vulnerable adults must comply with the following obligations.

- 1) I will conduct myself in a professional manner at all times, refraining from the use of vulgar or inappropriate language and actions, and keeping my work environment free from physical, psychological, written or verbal intimidation or harassment.
- 2) I will maintain an open and trustworthy relationship with minors and vulnerable adults, including:
  - When meeting with a minor, the office door should have a window or be left open.
  - Never visit a minor’s home without at least one other adult present and without the expressed welcome of parents or guardians.
  - Never drive alone with a minor for any reason on a regular basis or for any long distance.
  - Only participate in outings with minors (i.e. retreats, youth group trips, sports-related activities and overnight trips) in the presence of at least two adults at all times.
  - Never share sleeping quarters with minors, unless accommodations are barrack-style with multiple adults and multiple minors in the same room, each individual having a separate bed.
  - Never share locker rooms, shower rooms or dressing rooms with minors unless another adult is present.
  - Never accompany a minor into the restroom without another adult present unless circumstances make it absolutely unavoidable.
  - Never use physical force or demeaning language with a minor or vulnerable adult.
  - Immediately alert Archdiocesan supervisor if unable to meet the above obligations.

I understand and 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.

Printed Name of Contract Employee \_\_\_\_\_

Signature of Contract Employee \_\_\_\_\_

Name of Contracting Company \_\_\_\_\_

Date \_\_\_\_\_



# ARCHDIOCESE OF ST. LOUIS

## SAFE ENVIRONMENT COMPLIANCE VERIFICATION FOR THIRD-PARTY CONTRACTORS WORKING WITH OR NEAR MINORS AND/OR VULNERABLE ADULTS

**EMPLOYER DIRECTIONS:**

Please complete and return this form to the Child Safety Coordinator for any employee working at an Archdiocesan school, parish or agency where your contracted services are provided.

**Contracted Service/Company Name** \_\_\_\_\_

Company Address \_\_\_\_\_

**Name of Contractor** \_\_\_\_\_

Contractor Address \_\_\_\_\_

Contractor Phone \_\_\_\_\_

Date of Current **Background Screening** \_\_\_\_\_

Background Screening Provider \_\_\_\_\_

Out-of-State Background Screening Date \_\_\_\_\_ N/A

Out-of-State Screening Provider \_\_\_\_\_ N/A

Signature Date of **Code of Ethical Conduct** \_\_\_\_\_

I attest to the best of my knowledge that the above individual has completed all necessary requirements for Safe Environment Compliance and is appropriate to be in the company of minors or vulnerable adults. If at any point I become aware of a situation where it would not be appropriate for this contractor to be around minors or vulnerable adults, I will take all necessary steps to inform the Archdiocesan school, parish or agency where the individual is working and remove them immediately.

Signature of Employer \_\_\_\_\_

Title of Employer \_\_\_\_\_

Employer Phone \_\_\_\_\_

Date \_\_\_\_\_