

Executive Summary for Clergy and Men in Formation

As a **Cleric** or **Man in Formation**, I promise to strictly follow the rules and guidelines in this Code of Conduct. Clerics and Men in Formation who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times. I promise to conduct myself transparently and professionally both in person and while using any form of technology.

As a Clergy Member or Man in Formation, I will:

- At all times avoid even the appearance of impropriety in person and while using technology.
- Avoid situations where I am alone with a minor or Vulnerable Adult at church activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Report any suspected abuse or risk of harm involving a minor or Vulnerable Adult outside of confession, including child pornography, to the Pastor, Administrator, or appropriate supervisor, the police, the D.C.F. Careline and to the Victim Assistance Coordinator of the Diocese of Bridgeport within twelve (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of Adult-to-Adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.

As a Clergy member or Man in Formation, I will not:

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, push, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a minor and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.
- Visit pornographic websites or participate in interactive websites for the purpose of initiating sexual contacts, live or virtual.

I have read the Safe Environment Handbook and I am aware of the sections of the Handbook which apply to my specific ministry, including but not limited to, The Code of Conduct for Clergy and Men in Formation; Guidelines for Trips, Events and Electronic Communication involving Minors and the sections on Mandatory Reporting. I agree to conduct myself accordingly.

Printed Name: _____ **Signature/Date:** _____

This page must be returned to the Office of Clergy and Religious Personnel.

Executive Summary for Religious Sisters and Brothers

As a **Religious Sister or Brother**, I promise to strictly follow the rules and guidelines in the Safe Environment Handbook when ministering to minors and Vulnerable Adults. Religious Sisters and Brothers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times I promise to conduct myself transparently and professionally both in person and while using any form of technology.

As a Religious Sister or Brother, I will:

- At all times avoid even the appearance of impropriety in person and while using technology.
- Avoid situations where I am alone with a minor or Vulnerable Adult at church activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Report any suspected abuse or risk of harm involving a minor or Vulnerable Adult, including child pornography, to the Pastor, Administrator, or appropriate supervisor; the police, the D.C.F. Careline and to the Victim Assistance Coordinator of the Diocese of Bridgeport within twelve (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of Adult-to-Adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.

As a Religious Sister or Brother, I will not:

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a minor and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.
- Visit pornographic websites or participate in interactive websites for the purpose of initiating sexual contacts, live or virtual

I have read the Safe Environment Handbook and I am aware of the sections of the Handbook which may apply to my specific ministry, including but not limited to the Code of Conduct and the Guidelines for Trips, Events and Electronic Communication involving Minors. I agree to conduct myself accordingly.

Printed Name: _____ **Signature/Date:** _____

***This page should be returned to your supervisor.
Supervisors shall place this document in the Personnel file.***

Executive Summary for Lay Employees

As a **Lay Employee**, I promise to strictly follow the rules and guidelines in this Safe Environment Handbook when ministering to minors or Vulnerable Adults. I promise to conduct myself transparently and professionally both in person and while using any form of technology.

As a Lay Employee, I will:

- At all times avoid even the appearance of impropriety in person and while using technology.
- Avoid situations where I am alone with a minor or Vulnerable Adult at church or school activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Report any suspected abuse or risk of harm involving a minor or Vulnerable Adult, including child pornography, to the Pastor, Administrator, or appropriate supervisor, the police, the D.C.F. Careline and to the Victim Assistance Coordinator of the Diocese of Bridgeport within twelve (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of Adult-to-Adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.

As a Lay Employee, I will not:

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, push, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

I have read the Safe Environment Handbook and I am aware of the sections of this handbook which may apply to my specific ministry, including but not limited to the Code of Conduct and the Guidelines for Trips, Events and Electronic Communication involving Minors. I agree to conduct myself accordingly.

Printed Name: _____ **Signature/Date:** _____

***This page must be returned to your supervisor.
Supervisors shall place this document in the Personnel file permanently.***

Executive Summary for Teachers and Administrators

As an **Educator or Administrator**, I promise to strictly follow the rules and guidelines in this Safe Environment handbook when ministering to minors and Vulnerable Adults. I promise to conduct myself transparently and professionally both in person and while using any form of technology.

As an Educator or Administrator, I will:

- At all times avoid even the appearance of impropriety in person and while using technology.
- Avoid situations where I am alone with a minor or Vulnerable Adult at school or church activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Treat everyone with respect, patience, integrity, courtesy, dignity and consideration.
- Report any suspected abuse or risk of harm involving a minor or Vulnerable Adult, including child pornography, to the Pastor, Administrator, or appropriate supervisor, the police, the D.C.F. Careline and to the Victim Assistance Coordinator of the Diocese of Bridgeport within twelve (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of Adult-to-Adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.
- Document and report all bullying involving peer to peer threats (in person or electronically) to the Police, the Victim Assistance Coordinator and School Superintendent.

As an Educator or Administrator, I will not:

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, push, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a minor and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

I have read the Safe Environment Handbook and I am aware of the sections of that handbook which may apply to my specific ministry, including but not limited to, the sections on Mandatory Reporting: The Code of Conduct and Guidelines for Trips, Events and Electronic Communication involving Minors. I agree to conduct myself accordingly.

Printed Name: _____ **Signature/Date:** _____

This page must be returned to the Office of the Superintendent and stored permanently in the Employee's Personnel File.

Executive Summary for Lay Volunteers

As a **Lay Volunteer**, I promise to strictly follow the rules and guidelines in this Safe Environment handbook when ministering to minors and Vulnerable Adults. I promise to conduct myself transparently and professionally both in person and while using any form of technology.

As a Lay Volunteer, I will:

- At all times avoid even the appearance of impropriety in person and while using technology.
- Avoid situations where I am alone with a minor or Vulnerable Adult at church or school activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Report any suspected abuse or risk of harm involving a minor or Vulnerable Adult, including child pornography, to the Pastor, Administrator, or appropriate supervisor, the police, the D.C.F. Careline and to the Victim Assistance Coordinator of the Diocese of Bridgeport within twelve (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of Adult-to-Adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.

As a Lay Volunteer, I will not:

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, push, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a minor and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

I have read the Safe Environment Handbook and I am aware of the sections of the handbook which may apply to my specific ministry, including but not limited to, The Code of Conduct and the Guidelines for Trips, Events and Electronic Communication involving Minors. I agree to conduct myself accordingly.

Printed Name: _____ **Signature/Date:** _____

***This page must be returned to your supervisor.
Supervisors shall ensure that this document is stored
permanently onsite at the parish, school or diocesan program.***

Executive Summary for Independent Contractors, Tenants and Vendors

NAME OF COMPANY: _____ **OWNER:** _____

STREET ADDRESS: _____ **CITY/STATE/ZIP:** _____

EMAIL ADDRESS: _____ **PHONE NUMBER:** _____

As an Independent Contractor, Tenant or Vendor routinely on Diocesan Premises, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of routine services I provide within The Diocese of Bridgeport.

As an Independent Contractor, Tenant or Vendor, I will:

- Clear a criminal background check through online VIRTUS registration.
- Ensure that every Adult I assign to work on Diocesan premises has successfully pre-registered in the VIRTUS database and cleared a criminal background check.
- Attend VIRTUS training that teaches Adults about the warning signs of child sexual abuse and how to prevent it.
- Avoid situations where I am alone with minors or Vulnerable Adults on church property.
- Report suspected abuse of a minor to the pastor, the Victim Assistance Coordinator, the police and D.C.F.
- Cooperate within the requirements of the law in any investigation of abuse.
- Conduct myself in accordance with the Safe Environment Policies of the Diocese of Bridgeport.
- Avoid making comments about the physical attractiveness of minors who are on the premises.

As an Independent Contractor, Tenant or Vendor, I will not:

- Use, possess, or be under the influence of alcohol or illegal drugs at any time while working on Diocesan premises.
- Touch a minor and/or youth in a sexual or other inappropriate manner
- Use profanity in the presence of minors.
- Place any employee or volunteer of the company on Diocesan premises who has been convicted of a crime against children or a sex crime.

I understand that all employees or volunteers that I assign to work on Diocesan premises are required to successfully clear a criminal background check at my company's expense. I understand that depending on the specific nature of my work or position on Diocesan premises, I may also be required to attend a designated Safe Environment training and sign an Acknowledgement of Receipt for the Safe Environment Handbook.

Printed Name: _____ **Signature/Date:** _____

This form must be signed and returned original to

Diocese of Bridgeport, Office of Safe Environment, 238 Jewett Ave. Bridgeport, CT 06606.

Please send a copy to the locations where you provide services in the Diocese.