



**Diocese of Altoona-Johnstown**  
**Youth Protection Program**  
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### **Employee/Volunteer's Code of Conduct**

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as well as the Policies for Youth Protection as a condition of my providing services to the children and youth of \_\_\_\_\_  
(Parish/School/Organization)

**As an employee/volunteer, I will:**

- \* Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- \* Avoid situations where I am alone with children and/or youth at Church activities, making sure that there are always a sufficient number of chaperones.
- \* Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- \* Refuse to accept and refrain from giving expensive gifts from/to children and/or youth or their parents/guardians without prior written approval from the pastor or administrator.
- \* Report suspected abuse to the pastor, administrator, or appropriate supervisor and the Department of Public Welfare or Childline. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- \* Cooperate fully in any investigation of abuse of children and/or youth.

**As an employee/volunteer, I will not:**

- \* Smoke or use tobacco products in the presence of children and/or youth.
- \* Use, possess, or be under the influence of alcohol or illegal drugs at any time, especially while volunteering.
- \* Touch a child and/or youth or speak to a child and/or youth in a sexual or other inappropriate manner.
- \* Use any discipline that frightens or humiliates, ridicules or threatens children and/or youth.

I understand that as an employee/volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct, the Policies for Youth Protection or failure to take action mandated by this Code of Conduct may result in my dismissal as an employee or removal as a volunteer with children and/or youth.

\_\_\_\_\_  
Employee/Volunteer's Printed Name

\_\_\_\_\_  
Employee/Volunteer's Signature

\_\_\_\_\_  
Date