

DIOCESE OF CHARLESTON

ACKNOWLEDGEMENT OF RECEIPT OF THE *POLICY CONCERNING ALLEGATIONS OF SEXUAL ABUSE OR MISCONDUCT OF A MINOR BY CHURCH PERSONNEL (2012)* AND OF THE *CODE OF CONDUCT FOR CHURCH PERSONNEL*

I, the undersigned, have fully read, understand and agree to abide by the *Policy Concerning Allegations of Sexual Abuse or Misconduct of a minor by Church personnel (2012)*¹ of the Diocese of Charleston.

I, the undersigned, have fully read, understand and agree to abide by the *Code of Conduct for Church personnel* of the Diocese of Charleston.

I understand that nothing in this Policy shall be deemed to constitute a contract of employment.

Printed Name

_____/_____/_____
Date of Birth

Signature

Date

Witness

Date

¹ The *Policy of the Diocese of Charleston Concerning Allegations of Sexual Misconduct or Abuse of a minor by Church personnel (2012)* contains various rules, policies, and procedures. Many of the provisions are summaries of civil and Canon law. Such laws change from time to time. If there is a conflict in the rights and remedies between Canon law and civil law within this Policy, the Diocese of Charleston will apply that jurisprudence which reconciles the conflict. The Diocese of Charleston may find it necessary or advisable to alter this Policy from time to time. Therefore, the provisions of this Policy are subject to change by the Diocese of Charleston at any time, with or without previous notice.

DIOCESE OF CHARLESTON CODE OF CONDUCT AGREEMENT

I, the undersigned, understand that as a member of church personnel, any action of mine inconsistent with the *Code of Conduct for Church Personnel* or failure to take action mandated by the Code may result in removal from my position and/or termination of employment. My agreement to follow this Code of Conduct is acknowledged by virtue of my signature.

As a church personnel member, I will

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- Avoid situations where I am alone with minors
- Use positive reinforcement rather than criticism or comparison when working with minors.
- Not accept expensive gifts from minors or their parents, without prior written approval from the parents and the pastor/administrator.
- Not give expensive gifts to minors without prior written approval from the parents and the pastor/administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and the local responsible agency (DSS or Police). I understand that if I am a mandated reporter as defined by SC law, failure to report suspected abuse to civil authorities can result in prosecution and fines.
- Cooperate fully in any investigation of abuse of minors.
- Not smoke or use tobacco products in the presence of minors in the performance of my duties.
- Not use, possess or be under the influence of alcohol at any time while serving in my capacity as church personnel.
- Not use, possess or be under the influence of any illegal drugs at any time.
- Not pose any health risk to minors.
- Not strike, spank, shake or slap any minor.
- Not humiliate, ridicule, threaten, or degrade any minor.
- Not touch a minor in a sexual or other inappropriate manner.
- Not use any discipline that frightens or humiliates minors.
- Not use profanity in the presence of minors.

Printed Name

_____/_____/_____
Date of Birth

Signature

Date