

## CODE OF CONDUCT

All employees and volunteers of the Archdiocese of Miami who minister to young people are committed to uphold the following code of conduct. It covers activities in which they are working with minors or vulnerable persons.

1. To be conscious of the unique power which an adult holds due to the trust placed in them by way of service to minors and vulnerable persons.
2. To assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable persons.
3. To be proactive in identifying minors and/or vulnerable persons who may be vulnerable or at risk of unhealthy relationships and to assist them in developing their sense of self-worth and avoiding emotional manipulation.
4. To avoid any covert or overt sexual behavior with minors or vulnerable persons. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
5. Never to initiate sexual behavior with a minor or vulnerable person and to refuse it even when the other invites it.
6. To show prudent discretion in the expressions of affections used with minors and vulnerable persons. This includes refusing expensive gifts from minors and vulnerable adults and refraining from giving expensive gifts to minors and vulnerable adults. The following expressions of affection are unacceptable: any type of massage given by a minor or vulnerable person to an adult and vice-versa; playing with their hands, hair, feet; touching their bottoms, or private areas; holding hands with them for extended periods; giving them inappropriate or lengthy embraces or kisses on the mouth; tickling them or wrestling with them.
7. Not to strike, spank, shake and avoid forms of touch which could be construed as sexual with minors or vulnerable persons.
8. To assure that a meeting space with a minor or vulnerable person has visual access.
9. Never to lock the room when only one adult is present with minors or vulnerable persons except when, for reasons of safety, the administration has directed this to be done.
10. Not to drive alone with minors or vulnerable persons unless there is a verified authorization from the guardians to transport them.
11. Not to share a bedroom with minors or vulnerable persons.
12. Never to provide minors or vulnerable persons with alcohol or with videos, reading or graphic materials that are inappropriately sexual in nature.
13. Not to consume alcohol products, use tobacco products or profanity nor be under the influence of illegal drugs or alcohol when engaged in ministry to minors or vulnerable persons.
14. Not to engage in a personal sexual relationship with anyone over the internet.
15. To understand that it is an adult's responsibility under the law of the State of Florida to report to the Department of Children and Families (1-800-96ABUSE) any situation where there is good reason to believe that a minor or vulnerable person has been a victim of sexual or physical abuse. The Principal, Program Director or Clergy will be informed of this by the reporter prior to making the report.
16. To comply with the ratio of adults to minors required by the program being attended.
17. Immediately to report suspected violations of this Code of Conduct to the Principal, Program Director or Clergy. If the suspected violator is the Principal, Program Director or Clergy the report should be made to the Vicar General (1-305-762-1222).

I agree to follow this code of conduct in my relationship with minors or vulnerable adults.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Institution

\_\_\_\_\_

Date