



**PERSONAL CONDUCT  
AND POLICIES MANUAL FOR  
VOLUNTEERS  
OF THE DIOCESE OF  
FORT WAYNE-SOUTH BEND, INC.**

Revised August 2006

# TABLE OF CONTENTS

NONDISCRIMINATION POLICY .....	3
POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE .....	3
PRACTICAL GUIDELINES FOR CONDUCT WHEN INTERACTING WITH A CHILD OR YOUNG PERSON .....	4
GUIDELINES ON REPORTING INCIDENTS OF CHILD ABUSE OR NEGLECT .....	9
CONFIDENTIALITY .....	21
CONFLICT OF INTEREST .....	21
HARASSMENT .....	22
SAFETY .....	23
REQUIRED DECORUM AND CORRECTIVE ACTION .....	23
VERIFICATION OF RECEIPT OF VOLUNTEER PERSONAL CONDUCT AND POLICIES MANUAL OF THE DIOCESE OF FORT WAYNE-SOUTH BEND, INC. ....	25

## WELCOME TO THE DIOCESE OF FORT WAYNE-SOUTH BEND, INC.

The Diocese of Fort Wayne-South Bend, Inc. (the “Diocese”) is a not-for-profit religious corporation empowered under Canon Law to fulfill the spiritual, educational and charitable mission of the Catholic Church in the Northeastern portion of the State of Indiana. As a volunteer of the Diocese, your efforts play a vital role towards the successful fulfillment of the sacred mission of this local Church. This Manual applies to all who volunteer service for the Diocese. It is provided to you as a guide to assist you in understanding the importance of your role and the standards of conduct and decorum that apply to your position. These materials are presented with the hope that your time of service will be pleasant, enduring and enriching for you and for the people of God whom we all serve. The Diocese reserves the right to change or discontinue any provision of this Manual at any time. This Manual is not intended to be nor should it be construed as a contract of employment with the Diocese or any of its agencies, or a promise of continued service as a volunteer. Either you or the Diocese may terminate your volunteer relationship for any reason at any time.

### A WORD FROM BISHOP D’ARCY

*The work of our diocese is eminently pastoral. We work to bring the message of Christ and His healing presence to everyone. These policies are meant to make clear to all who serve our people that we are devoted to the mission of Jesus Christ and to the treatment of every single person, especially our beloved young, with dignity and in the spirit of the Gospel of Christ.*

# **PERSONAL CONDUCT AND POLICIES MANUAL DIOCESE OF FORT WAYNE-SOUTH BEND**

## **NONDISCRIMINATION POLICY**

Volunteer practices are based on service criteria such as one's fidelity to the Catholic faith, individual merit, ability, experience, performance, education and training.

This policy of nondiscrimination extends to all aspects of volunteer service including recruitment, selection, training and termination.

Since the distinctive and unique mission of the Diocese is primarily religious, the Diocese will, whenever possible, retain a Catholic in good standing to perform work for the Diocese.

## **POLICY FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's Practical Guidelines for Conduct When Interacting With a Child or Young Person. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

## **PRACTICAL GUIDELINES FOR CONDUCT WHEN INTERACTING WITH A CHILD OR YOUNG PERSON**

The Diocese's clergy, religious, employees, and volunteers working in and on behalf of its schools, parishes, Offices of Religious Education and of Youth Ministry, and other diocesan programs or agencies engage in extensive services with and counseling, educational, and spiritual ministries to children and young persons ("children"). Children are dependent on adults, particularly adults in positions of trust and leadership. It is vitally important, therefore, that reasonable prudence be exercised by all adults who perform services on behalf of the diocese which involves interaction.

The following is a set of practical guidelines for conducting yourself which must be observed by all clergy, religious, lay employees, and volunteers of the diocese when dealing with children. These guidelines are not intended to prevent you from performing your service or ministry but rather to assist you in employing good sense when interacting with children. If you find it necessary to depart from these guidelines due to some extraordinary circumstance, you should be aware of your departure and must be able to justify your actions. If one-on-one involvement with a child is unavoidable, you must use extreme discretion in your dealings with the child.

### **Definition**

Child or Children -- Anyone who has not yet reached his or her eighteenth birthday. All clergy, religious, lay employees, and volunteers of the diocese will observe the following guidelines when engaging in ministry to or otherwise interacting with children:

1. Children under eighteen (18) years of age who are not relatives may not stay overnight in a parish rectory in the diocese. No one, except priests, may live in a rectory on a long-term basis, that is, for

more than a few days. Exceptions may be made for housekeepers who have worked in a rectory in the diocese for twenty (20) years or more and, of course, for members of a priest's immediate family.

2. Avoid physical contact with a child. Never engage in any corporal punishment. In situations where physical contact is necessary and proper, such as in sacramental preparation, use sound discretion and moderation. If a child initiates innocent physical contact out of acceptable affection, an appropriate response is proper if not prolonged.

3. Except in unavoidable circumstances that require otherwise, for example a pre-schooler who needs assistance in the restroom, do not be alone with a child in a residence, school, sleeping facility, locker room, rest room, dressing facility, or other closed area.

4. Any one-on-one counseling, tutoring, training, or other assistance or service with a child must be conducted in an open room setting without closed doors, except for a door with a window, and only if readily observable by others who may be in the room or in the hallway outside the room.

5. Seek responsible adults to be present at events involving children, such as games and athletic activities.

6. Youth group trips and school field trips must have enough adult chaperones, preferably of the same sex as participating children, to provide adequate supervision based upon the type of activity. Adult chaperones should supervise in opposite sex pairs whenever possible.

7. Never take an overnight trip alone with a child.

8. Topics or vocabulary that would not be discussed or used comfortably in the presence of parents should not be discussed or used with children.

9. Alcohol, in the form of wine, may be given to those under the age of 21 only in very limited quantity and only in preparation for First Communion. Otherwise, never provide alcohol to anyone under the age of 21. Alcohol should not be used by adult supervisors or chaperones if activities with or responsibilities for children are scheduled.

10. Always maintain a professional posture in dealing with children. Avoid unwarranted emotional attachment and be aware of the attraction that children may have for adults in positions of authority and trust. If you perceive emotional or physical attraction developing, refer the child to another qualified adult, particularly in counseling situations.

11. If one-on-one counseling, tutoring, or other training or care of a child requires frequent or regular appointments, parents should be notified that these appointments are occurring and provided the schedule of appointments. If you believe the subject matter properly precludes notification, you must consult with and receive the approval of your supervisor on the local or diocesan level before engaging in such appointments.

12. The Office of Youth Ministry for the Diocese of Fort Wayne-South Bend has adopted the following lodging standards which apply to hotel and dormitory room accommodations for adults and children who participate in overnight events. These standards have been followed in practice for diocesan youth ministry events and are now committed to writing to promote a uniform set of guidelines for use in the diocese. These standards are consistent with the model proposed by the National Federation for Catholic Youth Ministry which discourages the rooming of adults with children. The Office of Youth Ministry for the Diocese of Fort Wayne-South Bend endorses this position.

**A. Hotel Rooms**

A typical hotel room is a room consisting of at least two beds with quad occupancy. No adult shall room with or occupy the same hotel room with a child except in the case of a parent and the parent’s child(ren) only; in the rare case where a child may need the presence of an adult for medical reasons; or, in the event that unscheduled and unforeseen circumstances beyond the control of event participants occur which necessitate at least two adults to occupy the same hotel room with at least two children.

A married couple may share the same hotel room, with or without their children, assuming appropriate facilities are available, but no other mixed gender hotel room arrangements are allowed. Adult participants should room in proximity to the rooms occupied by children, either by staggering rooms across from or next to those rooms occupied by children. Adults may conduct brief bed checks of hotel rooms occupied by children only at pre-determined times.

**B. Dormitory-Type Accommodations**

Adults and children of the same gender may occupy dormitory room type accommodations provided there is a minimum of two adults and four children per room and no separate accommodations are available for the adults. Adults must establish separation barriers or privacy zones in the dormitory room which shall include a temporary blanket or sheet wall when possible in order to keep their sleeping and dressing area separate from the child area. No mixed gender dormitory room arrangements are allowed.

**C. Respect of Privacy**

Adult participants must respect the privacy of child participants in situations such as changing clothes, taking showers, etc. Adults

must protect their own privacy in similar situations. Other than for pre-determined bed checks and the limited time necessary to assist children in settling into or vacating from their rooms, an adult participant should not intrude into a child's room or designated area except to the extent that health, safety or Behavior Code enforcement require.

#### **D. Non-Conforming Conduct**

A Behavior Code which describes expected conduct of trip participants, including disciplinary action for violations, should be developed and communicated at the local level to all participants in advance of the overnight trip. In addition, before the overnight trip occurs, all child and adult participants should be made aware of the consequences for non-compliance with these lodging standards. Such consequences shall include a requirement that individuals who violate the lodging standards may be required to return home early, if practical, and be denied the opportunity to participate in future overnight events.

13. All of us have an obligation to take appropriate steps to protect children, particularly when they are in the care of the church. If you observe another adult violating these guidelines or engaging in other conduct which causes you to have reason for concern for the well-being of a child, you should confront that adult in a forthright manner. In addition, you must report your concerns to your supervisor, pastor, or a Vicar General. If you have reason to believe that child abuse or neglect has occurred or is occurring, you must follow the diocesan policy on reporting incidents of child abuse to civil authorities and report the matter to your supervisor or Vicar General at (260) 422-4611.

## **GUIDELINES ON REPORTING INCIDENTS OF CHILD ABUSE OR NEGLECT**

### **Purpose**

The Diocese of Fort Wayne-South Bend shares the conviction of Indiana legal authorities, all concerned adults, whether or not they are parents, and the Church that every effort should and must be made to report child abuse or neglect to appropriate authorities. Incidents of the physical, mental or sexual abuse or neglect of children, unfortunately, occur with regularity throughout our society.

Very often the victims of this abuse are too young to relate to others the fact of occurrence or are too frightened or ashamed to reveal the identities of those responsible for the abuse or neglect. Therefore, only when concerned individuals report those facts which give them reason to believe an incident of child abuse or neglect has occurred can this distressing problem be brought forward for legal redress, as well as psychological assistance and spiritual rehabilitation. This diocesan policy on reporting child abuse or neglect is intended to promote awareness of the laws of the State of Indiana already in effect for all and thus enhance our pastoral awareness of, and response to, this grave problem.

### **Definitions**

1. “Diocese” means the Diocese of Fort Wayne-South Bend. As used in these Guidelines, the Diocese includes all Diocesan offices, parishes, schools, agencies, programs, and departments.
2. “CPS” means a county child protection service agency to which child abuse or neglect may be reported. A list of county CPS offices located within the Diocese of Fort Wayne-South Bend is provided at the end of these guidelines.

3. For purposes of this policy, “local law enforcement agency” means a local town or city police department, county sheriff’s department or Indiana State Police post. A list of county sheriff’s department offices located within the Diocese of Fort Wayne-South Bend to which reports of child abuse or neglect may be made is provided at the end of this Policy. Local town or city police departments and Indiana State Police posts are not listed, but may be contacted in order to make a required report.

4. “Employee” as used in these Guidelines means any Diocesan clergy or religious, any person employed by the Diocese, and any person acting as a volunteer, in any capacity, for the Diocese.

5. For purposes of this policy, “child abuse or neglect” refers to any physical, mental or sexual abuse or neglect of a child under 18 years of age. This includes children who suffer physical and/or mental abuse by the acts or omissions of their parents, guardians, custodians or others. It also refers to children who are victims of certain sex offenses perpetrated by anyone.

6. For purposes of this policy, “reason to believe” means information which, if presented to individuals of similar background and training, would cause those individuals to believe that a child may have been abused or neglected.

7. For purposes of this policy, “direct supervisor” means:

- for parish school employees and volunteers, their school principal;
- for non-school employees and volunteers in a parish, their parish pastor, DRE, or Youth Ministry leader, as applicable;
- for all high school employees and volunteers, their school principal;
- for Diocesan agency or department employees, their agency or department administrator; and

- for chancery employees and volunteers, the Chief Financial Officer for those in the finance office and a Vicar General for all others.

## **Policy**

### **1. Reporting Incidents**

Indiana law requires that all persons, without exception, make an immediate oral report to a local law enforcement agency or CPS office if that person has “reason to believe” that a child may be a victim of child abuse or neglect (unless that person knows a report of the incident has already been made). This duty applies to all diocesan personnel:

- All priests, deacons and other religious personnel,
- All school and parish personnel, paid and volunteer (including counselors); and
- All other employees and volunteers of the diocese or any of its affiliated organizations.

The diocese expects and requires that all of its priests, deacons, employees and volunteers, especially those who work in diocesan programs that are directly and immediately involved with children, recognize and report child abuse and neglect in accordance with Indiana law.

Where a person suspects that a child may be a victim of abuse or neglect, but is unsure whether he or she has sufficient “reason to believe” to make a report, that person should always err on the side of caution and report. The key is to report rather than not report.

Any persons required to make a report to the local CPS or law enforcement agency in their capacity as diocesan employees or volunteers are also required to notify immediately their direct supervi-

sor concerning their report to the CPS or law enforcement agency. The direct supervisor then also becomes personally responsible to report, or to cause a report to be made, to the local CPS or law enforcement.

If the direct supervisor of the individual making the initial report is unavailable or if the individual feels the direct supervisor is not the appropriate party to contact, the employee/volunteer should immediately notify a Vicar General of the report. The phone number at the Fort Wayne Chancery is (260) 422-4611.

## 2. Possible Indicators of Child Abuse or Neglect

Many children who are not abused or neglected may exhibit one or more of these indicators from time to time. Children who have many of these signs or symptoms, however, may have a problem that should be reported.

In viewing possible indicators of child abuse, it is always important to distinguish between physical contact and emotional attachment which is nurturing and supportive and that which exploits a child.

### Emotional Abuse

Be alert for a child who:

- has a poor self-image
- has slow physical, mental or emotional growth
- is extremely passive or aggressive
- is terrified or extremely nervous if parents are contacted
- is afraid of going home
- has speech problems

has a habit of biting or rocking  
attempts suicide

### Physical Abuse

Be alert for a child who:

has unexplained injuries or burns  
does not want to tell you how an injury occurred  
explains an injury differently than do other members of family  
has serious injuries that are left untreated  
fears going home  
has bald spots (a sign of hair pulling)  
wears clothing that covers arms and legs, even in warm weather  
refuses to undress for gym class  
is overly aggressive or withdrawn

### Sexual Abuse

Be alert for a child who:

has difficulty walking or sitting  
has pain or itching around genitals  
has unusual knowledge of or interest in sex  
is extremely moody  
has poor peer relationships, especially with opposite sex  
has a sudden onset of behavior problems

is unwilling to change or participate in physical education class  
fears going home

### Physical Neglect

Be alert for a child who:

wears clothes that are unusually dirty, the wrong size or torn

has poor hygiene

seems to be underfed and is always hungry

has unattended medical needs

begs or steals food

is often absent or late

consistently lacks supervision, especially for dangerous activities or for long periods of time

has drug or alcohol problems

### 3. Report Confidentiality

The identities of persons making child abuse or neglect reports to the CPS or local law enforcement are confidential and only made available to individuals legally authorized to obtain such information. Persons making reports may be required to testify at judicial proceedings if court action becomes necessary.

### 4. Privileged Communications Waived

Indiana law provides that what is generally considered as “privileged communication” between a husband and a wife, a health care provider and patient, or a school guidance counselor and student, is not grounds for failing to make the required reports concerning

child abuse or neglect. Priests must also make reports unless the information formulating the reason to believe was gained within the Sacrament of Reconciliation. In such cases, priests may urge the individual providing the information to make a report or to provide the information to another person who may then make the report.

## 5. Reporting Immunities

Any person who has reason to believe a child is a victim of abuse or neglect and reports to CPS or law enforcement, or a person who cooperates in a judicial proceeding resulting from such a report, is presumed to have acted in good faith and, therefore, is immune from civil or criminal liability. Such liability will only become a factor if it can be shown the person acted maliciously or in bad faith.

One must remember, however, this immunity is only available to those making the statutorily required reports to a CPS or law enforcement agency and/or their direct supervisor. Legal actions for damages may still be available if a person disseminates information to other, additional parties. Therefore, a person should only make the report to the statutorily designated parties to insure retention of the statutory immunity protection.

Another important point a person reporting child abuse or neglect must remember is that his or her duty is a duty to report only. Once someone reports to CPS or local law enforcement and, if applicable, a direct supervisor or Vicar General, his or her duty under the statute ends. Although the person reporting may have to cooperate in a CPS or other public authority's investigation, or may have to testify at judicial proceedings, he or she should not conduct a personal investigation. Investigating is the responsibility of CPS or law enforcement authorities. In fact, an unauthorized person who conducts his or her own investigation risks civil liability for invasion of privacy or defamation.

## 6. Purpose of Reporting

Protective service agencies are charged with the responsibility of protecting children and preserving family life. Their goal is to help families cope with the problems that cause child abuse, not to separate children from their parents.

## 7. Penalty for Not Reporting

Persons who knowingly fail to make a required report of child abuse or neglect commit a Class B misdemeanor. (I.C. 31-33-22-1) Therefore, a person should always err on the side of reporting, as opposed to not reporting. A person having “reason to believe” a child is a victim of child abuse or neglect must make the immediate oral report to shield himself or herself from civil or criminal liability, and must inform his or her direct supervisor or a Vicar General, if applicable.

## **DIOCESAN COOPERATION WITH CIVIL AUTHORITIES**

Any civil investigations of suspected incidents of child abuse or neglect will be accorded the complete and willing assistance of the appropriate Diocesan personnel. All necessary action will be taken to ensure the fair treatment of any Diocesan employee accused of child abuse or neglect. Pastoral counseling and guidance will be made available to any accused individual in an effort to support them through any investigatory period. Additional pastoral counseling will continue at the individual's request regardless of the outcome of the civil investigation. Everything will also be done to see that any child who is abused or neglected receives appropriate assistance and counseling.

The following is a list of county CPS and sheriff's department offices located within the Diocese to which child abuse or neglect may be reported. Local town or city police departments or Indiana State Police Posts are not listed, but may be contacted in order to make a required report.

- Adams County            Adams County Department of Public Welfare  
804 Mercer Avenue, P. O. Box 227  
Decatur, Indiana 46733  
(260) 724-9169
- Adams County Sheriff's Department  
313 South 1st Street  
P.O. Box 608  
Decatur, Indiana 46733  
(260) 724-5345
- Allen County            Child Protection Service  
Division of Family & Children  
201 E. Rudisill Boulevard  
Fort Wayne, Indiana 46806  
(260) 449-7138
- Adult Protection Service (Age 18 and older)  
227 East Washington  
Fort Wayne, Indiana 46802  
(260) 422-6441
- Allen County Sheriff's Department  
101 Courthouse  
715 South Calhoun Street  
Fort Wayne, Indiana 46802  
(260) 449-3000

DeKalb County	<p>Welfare Department          Courthouse          Auburn, Indiana 46706          (260) 925-2810</p> <p>DeKalb County Sheriff's Department          215 East 8th Street          Auburn, Indiana 46706          (260) 925-3365</p>
Elkhart County	<p>Child Protection Service          608 Oakland Avenue          Elkhart, Indiana 46516          (574) 522-6365 or (574) 293-6551</p> <p>Elkhart County Sheriff's Department          111 North 3rd Street          Goshen, Indiana 46526          (574) 533-4151</p>
Huntington County	<p>Department of Public Welfare          Courthouse, Room 209          Huntington, Indiana 46750          (260) 356-4420 or (260) 356-3224</p> <p>Huntington County Sheriff's Department          332 East State Street          Huntington, Indiana 46750          (260) 356-8316</p>
Kosciusko County	<p>Welfare Department          205 North Lake          Warsaw, Indiana 46580          (574) 267-8108</p>

	<p>Kosciusko County Sheriff's Department  221 West Main Street  Warsaw, Indiana 46580  (574) 267-5667</p>
LaGrange County	<p>Welfare Department  114 West Michigan Street  LaGrange, Indiana 46761  (260) 463-3451</p> <p>LaGrange County Sheriff's Department  0875 South State Road 9  LaGrange, Indiana 46761  (260) 463-7491</p>
Marshall County	<p>Welfare Department  112 West Jefferson  Plymouth, Indiana 46563  (574) 935-8550</p> <p>Marshall County Sheriff's Department  210 West Madison Street  Plymouth, Indiana 46563  (574) 936-3187</p>
Noble County	<p>Child Protective Services  Noble County Welfare Department  Route 3, Box 129  Albion, Indiana 46701  (260) 636-2021</p> <p>Noble County Sheriff's Department  210 South 7th Street, P.O. Box 22  Albion, Indiana 46701  (260) 636-2182</p>

St. Joseph County      Child Protective Services  
St. Joseph County Welfare Department  
P. O. Box 4638  
South Bend, Indiana 46634  
(574) 236-5322

St. Joseph County Sheriff's Department  
401 West Sample Street  
South Bend, Indiana 46601  
(574) 235-9611

Steuben County      Welfare Department  
Child Protection Service  
Courthouse Annex  
Angola, Indiana 46703  
(260) 665-3713

Steuben County Sheriff's Department  
206 West Martha Street  
Angola, Indiana 46703  
(260) 668-1000 Ext. 4000

Wabash County      Department of Public Welfare  
31 West Main Street  
Wabash, Indiana 46992  
(260) 563-8471

Wabash County Sheriff's Department  
79 West Main Street  
Wabash, Indiana 46992  
(260) 563-8891

Wells County      Department of Public Welfare  
P. O. Box 332

Bluffton, Indiana 46714  
(260) 824-3530

Wells County Sheriff's Department  
1615 West Western Avenue  
Bluffton, Indiana 46714  
(260) 824-3426

Whitley County      Department of Public Welfare  
115 South Line Street  
Columbia City, Indiana 46725  
(260) 244-6331

Whitley County Sheriff's Department  
101 West Market Street  
Columbia City, Indiana 46725  
(260) 244-6410

## **CONFIDENTIALITY**

As a Diocesan volunteer, you may become privy to personal, privileged and/or confidential information. Security of information is of utmost importance. Such information must be treated in a confidential manner, except for disclosure required by law. Care should always be taken regarding all information gained by virtue of service with the Diocese, whether related to Diocesan matters, students in any of its schools, or to any other individuals served by or having dealings with the Diocese or its staff members.

## **CONFLICT OF INTEREST**

All Diocesan volunteers must exercise good faith in the performance of their duties. You have the obligation to avoid any personal interest or relationship, financial or other, which might adversely

affect or influence your judgment in the performance of your duties, or which might even create the appearance of same. If you have any concern on an issue in this area, contact your immediate supervisor or the pastor of the parish in which you perform duties so that the situation may be reviewed in detail.

## **HARASSMENT**

All Diocesan volunteers and those with whom they interact, especially children, are entitled to be treated with dignity and respect. Supervisors, department heads and pastors are charged with the responsibility to see to it that all over whom they have supervision are treated in a manner consistent with the religious and moral standards espoused by the Church and the Diocese. All Diocesan facilities and programs should be free from verbal or physical harassment (whether on the basis of sex, race, religion, national origin, disability, or other civilly-protected status) and from any actual or implied threat that such harassment must be tolerated in connection with Diocesan service, or the receipt of services.

For purposes of this policy, harassment includes, but is not limited to, sexual advances; unwelcome and/or unwanted touching; the use of obscene or objectionable language, or name calling; and any action reasonably considered offensive, based on race, religion, national origin, disability, or sex. This includes jokes, comments, insults, cartoons, innuendoes, personal conduct or mannerisms that could be reasonably construed as offensive.

If you believe that you, a diocesan employee or another volunteer, or anyone with whom you or they interact, are or have been subjected to such treatment, you must immediately report the incidents to your supervisor or supervising pastor. There will be no recriminations against any person making such a report in good faith. All per-

inent information shall be kept confidential to the fullest extent possible, consistent with the prompt investigation of any such complaints, and with the taking of appropriate corrective actions, if necessary, based upon the outcome of such investigations. If for any reason you feel that your supervisor or pastor is an inappropriate person to whom the report should be made or if they are unavailable, such reports should be made directly to a Vicar General in person or by telephone at (260) 422-4611.

## **SAFETY**

You must immediately report to your supervisor or pastor any accident occurring on Diocesan property or involving Diocesan employees or volunteers which involves property damage or personal injury. You must immediately report any situation, hazard, or practice which you believe is unsafe. We want to take all reasonable steps to maintain a safe environment for all who serve and are served by the Diocese.

## **REQUIRED DECORUM AND CORRECTIVE ACTION**

We expect that all volunteers will exhibit common sense, a high level of Christian decency and courtesy, and diligence in all they do for and on behalf of the Diocese. When possible, reasonable efforts shall be made to correct any performance or conduct issues that arises, rather than to simply terminate the volunteer relationship.

However, there are certain circumstances where the need to terminate the relationship may be immediate. These circumstances are considered gross transgressions and include, but are not necessarily limited to:

1. Immoral conduct or other conduct inconsistent with the principles or teachings of the Catholic Church.

2. Violation of any guidelines or requirement established by the Diocese for the protection of children or young people.
3. Behavior which is devious or harmful to the mission of the Church in the Diocese.
4. Personal conduct which brings discredit to the Diocese or anyone else.
5. Dishonesty, stealing, falsification or destruction of records.
6. Causing personal injury to another.
7. Willful destruction of or gross negligence resulting in damage to property.
8. Insubordination or refusal to accept a lawful assignment.
9. Being to any degree under the influence of or in possession of alcohol, marijuana or other illegal or unprescribed controlled substances.
10. Drinking or maintaining intoxicating beverages on Diocesan premises or at the site of a Diocesan function without appropriate authorization.
11. Failure to report for assigned duties.

VERIFICATION OF RECEIPT OF PERSONAL CONDUCT  
AND POLICIES MANUAL

FOR VOLUNTEERS OF THE DIOCESE OF  
FORT WAYNE-SOUTH BEND, INC.

By signing below, I acknowledge that I have received a copy of and agree to abide by the terms of the Personal Conduct and Policies Manual for Volunteers of the Diocese of Fort Wayne-South Bend, Inc. I understand that I have been given this Manual for information purposes only and that the Manual does not create an express or implied employment contract of any kind. I understand that the policies and other information referenced in the Manual are subject to change or deletion at the Diocese's discretion at any time. I also understand that I am not required to volunteer for the Diocese of Fort Wayne-South Bend, Inc. for any set period of time and that the Diocese is not required to utilize my volunteer services for any set period of time. I or the Diocese may terminate the relationship for any reason at any time.

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Volunteer Signature

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Date

Diocese of Fort Wayne-South Bend

114 W. Wayne Street  
South Bend, Indiana 46601  
(574) 234-0687

1103 S. Calhoun Street  
Fort Wayne, Indiana 46801  
(260) 422-4611