

Essential Component Number One—Policy and Code of Conduct Acknowledgement Required Prior to Day-One of Employment or Volunteering

There are to be clear and well-publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the Church in positions of trust who have regular contact with children and young people.

Charter for the Protection of Children and Young People
Article 6

New Ulm Diocesan Policy Administration 13 and the diocesan Code of Conducts are set forth for addressing Article 6 of the *Charter*. By having employees and volunteers sign an acknowledgement of receipt of the Diocesan Policy on Sexual Misconduct (Policy #13) and the appropriate Code of Conduct, this requirement set forth by the USCCB is addressed. The Diocese of New Ulm VIRTUS database maintains the record of the date these forms were signed as reported by the entity the employee or volunteer is aligned with. The signed paper receipt of acknowledgement is kept and at the location the employee or volunteer is aligned with.

The policy and code of conduct are also available on the Diocese of New Ulm official Web site so as to be well-publicized for any interested individual. The Code of Conducts for employees should also be maintained as a part of the personnel handbook and as a part of a work-place employee notice bulletin board for each entity. The Code of Conducts for volunteers should be maintained within a volunteer handbook if one is maintained by the entity. The Volunteer code of conduct should be posted in a public place frequented by a good number of volunteers serving the entity.

In summary,

New Employees and new volunteers are to be given the most recent New Ulm Diocesan Policy on Sexual Misconduct (Policy #13) and the applicable Code of Conduct form—either the employee Code of Conduct or the volunteer Code of Conduct. The individual is to complete forms A & B of the New Ulm Policy #13. This completed form is to be in the possession of the entity prior to the individual beginning service. The date the form is signed by the individual is reported to the Diocese and a record of the acknowledgement is maintained within the VIRTUS database. The local entity the individual is aligned with is to retain the actual signed acknowledgement forms indefinitely. The Diocese of New Ulm retains all forms signed by clerics, candidates of ordination, and diocesan employees.

The Policy and the Code of Conducts are found in the “Policy, Codes, and Forms” section as well as on the Diocese of New Ulm Web site—Safe Environment Page.

Applicable policy and forms:

1. New Ulm Diocesan Policy: Administration 13 (English and Spanish) – Includes Forms A, B, & C
2. Code of Conduct
 - a. For Professional Responsibility
 - b. For Volunteers