

**Executive Summary for Independent Contractors, Tenants and Vendors**

**NAME OF COMPANY:** \_\_\_\_\_ **OWNER:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_ **CITY/STATE/ZIP:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

As an Independent Contractor, Tenant or Vendor routinely on Diocesan Premises, I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of routine services I provide within The Diocese of Bridgeport.

**As an Independent Contractor, Tenant or Vendor, I will:**

- Clear a criminal background check through online VIRTUS registration.
- Ensure that every Adult I assign to work on Diocesan premises has successfully pre-registered in the VIRTUS database and cleared a criminal background check.
- Attend VIRTUS training that teaches Adults about the warning signs of child sexual abuse and how to prevent it.
- Avoid situations where I am alone with minors or Vulnerable Adults on church property.
- Report suspected abuse of a minor to the pastor, the Victim Assistance Coordinator, the police and D.C.F.
- Cooperate within the requirements of the law in any investigation of abuse.
- Conduct myself in accordance with the Safe Environment Policies of the Diocese of Bridgeport.
- Avoid making comments about the physical attractiveness of minors who are on the premises.

**As an Independent Contractor, Tenant or Vendor, I will not:**

- Use, possess, or be under the influence of alcohol or illegal drugs at any time while working on Diocesan premises.
- Touch a minor and/or youth in a sexual or other inappropriate manner
- Use profanity in the presence of minors.
- Place any employee or volunteer of the company on Diocesan premises who has been convicted of a crime against children or a sex crime.

I understand that all employees or volunteers that I assign to work on Diocesan premises are required to successfully clear a criminal background check at my company's expense. I understand that depending on the specific nature of my work or position on Diocesan premises, I may also be required to attend a designated Safe Environment training and sign an Acknowledgement of Receipt for the Safe Environment Handbook.

**Printed Name:** \_\_\_\_\_ **Signature/Date:** \_\_\_\_\_

**This form must be signed and returned original to**

*Diocese of Bridgeport, Office of Safe Environment, 238 Jewett Ave. Bridgeport, CT 06606.*

***Please send a copy to the locations where you provide services in the Diocese.***