

### **Executive Summary for Lay Employees**

As a **Lay Employee**, I promise to strictly follow the rules and guidelines in this Safe Environment Handbook when ministering to minors or Vulnerable Adults. I promise to conduct myself transparently and professionally both in person and while using any form of technology.

#### **As a Lay Employee, I will:**

- At all times avoid even the appearance of impropriety in person and while using technology.
- Avoid situations where I am alone with a minor or Vulnerable Adult at church or school activities.
- Be transparent and avoid the appearance of impropriety when giving and receiving gifts.
- Report any suspected abuse or risk of harm involving a minor or Vulnerable Adult, including child pornography, to the Pastor, Administrator, or appropriate supervisor, the police, the D.C.F. Careline and to the Victim Assistance Coordinator of the Diocese of Bridgeport within twelve (12) hours of becoming aware of the information whether the abuse is alleged to have occurred recently or in the past.
- Cooperate fully in any investigation involving abuse of children, youth or in any investigation of Adult-to-Adult misconduct.
- Uphold the standards of the USCCB Charter and the Safe Environment Policies of the Diocese of Bridgeport.

#### **As a Lay Employee, I will not:**

- Be under the influence of alcohol at any time while ministering to minors.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shove, shake, push, or slap others.
- Humiliate, ridicule, threaten, or degrade others.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates minors.
- Use profanity in the presence of minors.

I have read the Safe Environment Handbook and I am aware of the sections of this handbook which may apply to my specific ministry, including but not limited to the Code of Conduct and the Guidelines for Trips, Events and Electronic Communication involving Minors. I agree to conduct myself accordingly.

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

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Supervisors shall place this document in the Personnel file permanently.***