



Catholic Diocese of Lexington

Code of Conduct

Revised August 2006

Catholic Diocese of Lexington – Code of Conduct

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Purpose

Priests, deacons, pastoral ministers, administrators, staff, and volunteer staff in our parishes, religious communities/institutes, and organizations must uphold Christian values and conduct.** The *Code of Pastoral Conduct* provides a set of minimum standards for conduct in certain pastoral situations.

The Church must be exemplary. Clergy, staff, and volunteer staff should and will be held accountable for their behavior. In order to maintain the highest level of accountability, there must be a clear and unambiguous blueprint of appropriate and inappropriate behavior. The *Code of Pastoral Conduct* provides a basic structure for identifying limits. It is intended as a “continuous improvement document.” Therefore, suggestions and recommendations for additions and revisions are encouraged.

** For a full exposition of the Catholic faith and its tenets, employees should refer to the *Catechism of the Catholic Church* available at <http://uscgb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/>.

Responsibility

The public and private conduct of clergy, staff, and volunteer staff can inspire and motivate people, but it can also scandalize and undermine the people’s faith. Clergy, staff, and volunteer staff must, at all times, be aware of the responsibilities that accompany their work. They must also know that God’s goodness and grace supports them in their ministry.

Responsibility for adherence to the *Code of Pastoral Conduct* rests with everyone. Clergy, staff, and volunteer staff who disregard this *Code of Pastoral Conduct* will be subject to action by the Diocese. Corrective action may take various forms—from a verbal reproach to removal from the ministry—depending on the specific nature and circumstances of the offense and the extent of the harm.

Contact Information

The Catholic Diocese of Lexington is serious about creating and maintaining an environment where God’s love and grace is shared by word and deed. This Code of Conduct is considered minimum standards by which clergy, staff, and volunteer staff should act. If you have questions contact your supervisor or the Secretariat of Pastoral Life by any of the following methods.

By Mail: Catholic Diocese of Lexington
Secretariat for Pastoral Life
1310 West Main Street
Lexington, KY 40508-2048

By Phone: (859) 253-1993

Pastoral Standards

1. Conduct for Pastoral Counselors and Spiritual Directors¹

Pastoral Counselors and Spiritual Directors must respect the rights and advance the welfare of each person.

- 1.1. Pastoral Counselors and Spiritual Directors shall not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate.
- 1.2. Pastoral Counselors and Spiritual Directors should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, relative, or other pre-existing relationship). [See Section 7.2.2]
- 1.3. Pastoral Counselors and Spiritual Directors should not audiotape or videotape.
- 1.4. Pastoral Counselors and Spiritual Directors must never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
- 1.5. Pastoral Counselors and Spiritual Directors shall not engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client—when there is a risk of exploitation or potential harm to the client. Pastoral Counselors and Spiritual Directors should presume that the potential for exploitation or harm exists in such intimate relationships.
- 1.6. Pastoral Counselors and Spiritual Directors assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
- 1.7. Physical contact of any kind (i.e., touching, hugging, holding) between Pastoral Counselors or Spiritual Directors and the persons they counsel can be misconstrued and should be avoided.
- 1.8. Sessions should be conducted in appropriate settings at appropriate times.
 - 1.8.1. No sessions should be conducted in private living quarters.
 - 1.8.2. Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
- 1.9. Pastoral Counselors and Spiritual Directors shall maintain a log of the times and places of sessions with each person being counseled.

2. Confidentiality

Information disclosed to a Pastoral Counselor or Spiritual Director during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.

- 2.1. Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law as outlined in Section 9 below Mandatory Reporting.
- 2.2. If there is clear and imminent danger to the client or to others, the Pastoral Counselor or Spiritual Director may disclose only the information necessary to protect the parties affected and to prevent harm.
- 2.3. Before disclosure is made, if feasible, the Pastoral Counselor or Spiritual Director should inform the person being counseled about the disclosure and the potential consequences.
- 2.4. Pastoral Counselors and Spiritual Directors should discuss the nature of confidentiality and its limitations with each person in counseling.
- 2.5. Pastoral Counselors and Spiritual Directors should keep minimal records of the content of sessions.

¹ Pastoral Counselors and Spiritual Directors: Clergy, staff, and volunteer staff who provide pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.

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- 2.6. Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.
- 2.7. While counseling a minor, the Pastoral Counselor or Spiritual Director should advise the minor about informed consent regarding the care givers legal and moral duty to advise the parent/guardian in event Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor. In the event that a Pastoral Counselor or Spiritual Director discovers that there is a serious threat to the welfare of the minor, the Counselor or Spiritual Director should:
 - 2.7.1. Attempt to engage the minor about the need to disclose to get consent from the minor for the specific disclosure.
 - 2.7.2. If consent is not given, disclose only the information necessary to protect the health and well-being of the minor.
 - 2.7.3. Consultation with the appropriate Church supervisory personnel is required before disclosure.
- 2.8. **These obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure—even indirect disclosure—of information received through the confessional.**

3. Conduct with Youth

Clergy, staff, and volunteer staff working with youth shall maintain an open and trustworthy relationship between youth and adult supervisors.

- 3.1. Clergy, staff, and volunteer staff must be aware of their own and others' vulnerability when working alone with youth. Use a team approach to managing youth activities.
- 3.2. Physical contact with youth can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- 3.3. Clergy, staff, and volunteer staff should refrain from (a) the illegal possession and/or illegal use of drugs and/or alcohol at all times, and (b) the use of alcohol when working with youth.
- 3.4. Clergy should not allow individual young people to stay overnight in the cleric's private accommodations or residence.
- 3.5. Staff and volunteer staff should not provide shared, private, overnight accommodation for individual young people including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
 - 3.5.1. In rare, emergency situations, when accommodation is necessary for the health and well-being of the youth, the clergy, staff, or volunteer should take extraordinary care to protect all parties from the appearance of impropriety and from all risk of harm.
 - 3.5.2. Use a team approach to managing emergency situations.

4. Sexual Conduct

Clergy, staff, and volunteer staff must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

- 4.1. Clergy, religious, staff, and volunteer staff who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.
- 4.2. Staff and volunteer staff who provide pastoral counseling or spiritual direction services must avoid developing inappropriately intimate relationships with minors, other staff, or parishioners. Staff and volunteer staff must behave in a professional manner at all times.
- 4.3. No clergy, staff, or volunteer staff may exploit another person for sexual purposes.

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- 4.4. Allegations of sexual misconduct should be taken seriously and reported in accordance with the reporting procedures outlined below in Section 8 below and if such misconduct involves a minor in addition to reporting outlined in Section 8 additional mandatory reporting is required as outlined in Section 9.

5. Harassment

Clergy, staff, and volunteer staff must not engage in physical, psychological, written, or verbal harassment of staff, volunteer staff, or parishioners and must not tolerate such harassment by other Church staff or volunteer staff.

- 5.1. Clergy, staff, and volunteer staff shall provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2. Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
 - 5.2.1. Physical or mental abuse.
 - 5.2.2. Racial insults.
 - 5.2.3. Derogatory ethnic slurs.
 - 5.2.4. Unwelcome sexual advances or touching.
 - 5.2.5. Sexual comments or sexual jokes.
 - 5.2.6. Requests for sexual favors used as:
 - 5.2.6.1. a condition of employment, or
 - 5.2.6.2. to affect other personnel decisions, such as promotion or compensation.
 - 5.2.7. Display of offensive materials.
- 5.3. Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.
- 5.4. Allegations of harassment should be taken seriously and reported in accordance with the reporting procedures outlined below in Section 8.

6. Parish, Religious Community/Institute, and Organizational Records and Information

Confidentiality will be maintained in creating, storing, accessing, transferring, and disposing of parish, religious community/institute, or organizational records.

- 6.1. Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of individuals.
- 6.2. Most sacramental records older than 70 years are open to the public.
 - 6.2.1. Information regarding adoption and legitimacy remains confidential, regardless of age.
 - 6.2.2. Only staff members who are authorized to access the records and supervise their use shall handle requests for more recent records.
- 6.3. Parish, religious community/institute, or organization financial records are confidential unless review is required by **[the diocese, a supervising institution] or [an appropriate government agency]. Contact the [financial oversight department of the diocese or supervising institution] upon receipt of any request for release of financial records.**
- 6.4. Individual contribution records of the parish, religious community/institute, or organization shall be regarded as private and shall be maintained in strictest confidence.

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7. Conflicts of Interest

Clergy, staff, and volunteer staff should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

- 7.1. Clergy, staff, and volunteer staff should disclose all relevant factors that potentially could create a conflict of interest.
- 7.2. Clergy, staff, and volunteer staff should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.
 - 7.2.1. No clergy, staff, or volunteer should take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
 - 7.2.2. Pastoral counselors should not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.
 - 7.2.3. When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the Pastoral Counselor or Spiritual Director must:
 - 7.2.3.1. Clarify with all parties the nature of each relationship,
 - 7.2.3.2. Anticipate any conflict of interest,
 - 7.2.3.3. Take appropriate actions to eliminate the conflict, and
 - 7.2.3.4. Obtain from all parties written consent to continue services.
- 7.3. Conflicts of interest may also arise when a Pastoral Counselor's or Spiritual Director's independent judgment is impaired by:
 - 7.3.1. Prior dealings,
 - 7.3.2. Becoming personally involved, or
 - 7.3.3. Becoming an advocate for one (person) against another.

In these circumstances, the Pastoral Counselor or Spiritual Director shall advise the parties that he or she can no longer provide services and refer them to another Pastoral Counselor or Spiritual Director.

8. Reporting Ethical or Professional Misconduct

Clergy, staff, and volunteer staff have a duty to report their own ethical or professional misconduct and the misconduct of others.

- 8.1. Clergy, staff, and volunteer staff must hold each other accountable for maintaining the highest ethical and professional standards.
- 8.2. When it appears that a member of clergy, a staff member, or a volunteer staff has violated this *Code of Pastoral Conduct* or other religious, moral, or ethical principles clergy, employees, and other covered by the Catholic Diocese of Lexington or when uncertainty exists about whether a violation has occurred:
 - 8.2.1. Report the issue to Parrish or School Pastor, Pastoral Director, School Administrator, or
 - 8.2.2. Refer the matter directly to the Secretariat of Pastoral Life at the phone number or address above.
- 8.3. The obligation of Pastoral Counselors and Spiritual Directors to report client misconduct is subject to the duty of confidentiality. However, any agreement or duty to maintain confidentiality must yield to the need to report misconduct that threatens the safety, health, or well-being of any of the persons involved except as provided for in Section 2.8

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9. Mandatory Reporting

- 9.1. Kentucky laws require mandatory reporting of know or suspected abuse regarding children, vulnerable adults or spouse abuse. Key provisions of the Acts are outlined below and should be followed in addition to the reporting outlined above.
- 9.2. **Child Protection Act** KRS 620 provides for the protection of children through the mandatory reporting of known or suspected child abuse.
 - 9.2.1. **Definition of abused or neglected child** KRS 620-020(1) Definition of abused or neglected child means a child whose health or welfare is harmed or threatened with harm when his parent, guardian or other person exercising custodial control or supervision of the child (1) inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; (2) creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means; (3) commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; (4) creates or allows to be created a risk that an act of sexual abuse, sexual exploitation, or prostitution will be committed upon the child; (5) abandons or exploits the child; (6) or does not provide the child with adequate care, supervision, food, clothing, shelter and education, or medical care necessary for the child's well-being.
 - 9.2.2. **Definition of dependent child** KRS 620-020(2) Definition of dependent child means any child, other than an abused or neglected child, who is under improper care, custody, control, or guardianship that is not due to intentional act of the parent, guardian or person exercising custodial control or supervision of the child.
 - 9.2.3. **Definition of abuse and exploitation** KRS 620-020(37) Definition of abuse and exploitation means emotional or physical harm or sexual abuse as defined below:
 - 9.2.3.1. emotional harm means harm to the mental or psychological capacity or emotional stability of a child as testified to by a qualified mental health professional;
 - 9.2.3.2. emotional injury means an injury to the mental or psychological capacity or emotional stability of a child as evidenced by a substantial and observable impairment in his or her ability to function within a normal range of performance and behavior with due regard to age, development, culture and environment;
 - 9.2.3.3. physical injury mean substantial physical pain or any impairment of physical condition;
 - 9.2.3.4. sexual abuse includes, but is not limited to any contacts or interactions between a child and an adult in which the parent, guardian or other person having custodial control or supervision of the child or responsibility uses or allows, permits or encourages the use of the child for the purposes of the sexual stimulation of the perpetrator or another person;
 - 9.2.3.5. sexual exploitation includes involvement of the child in prostitution or acts of obscene or pornographic photographing, filming, or depicting of a child.
 - 9.2.4. **Who Shall Report? KRS 620.030** Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Department for Social Services; the Commonwealth's Attorney; or the County Attorney. Unless requested by law enforcement, the Department for Social Services investigates only those cases of abuse or neglect alleged to have been committed by a parent, guardian, or other person in care, custody or control of the child.
 - 9.2.5. **Interference With Reportage (KRS 620.040(2))** - School personnel and other agencies do not have the authority to conduct an internal investigation on lieu of the investigation process outlined above.
 - 9.2.6. **Children in Imminent Danger (KRS 620.040(34))** - If a child appears to be in imminent danger, a law enforcement officer (pursuant to a search warrant) may remove the child. If a child in a hospital or under the immediate care of a physician appears to be in imminent danger if returned to the persons having custody of the child, the physician or hospital

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administrator may hold the child without a court order for a period not to exceed 72 hours. When a child is taken into custody by a law enforcement officer, hospital administrator or physician, a written notice shall be provided to the parent stating the reasons for removal of the child.

- 9.2.7. ***Immunity (KRS 620.050)*** - Anyone acting upon reasonable cause in the making of a report in good faith shall have immunity from any civil or criminal liability. Neither the husband-wife nor any professional-client privilege, except the attorney-client and clergy-penitent privilege, shall be a ground for refusing to report known or suspected child abuse.
- 9.2.8. ***Confidentiality (KRS 620.050(4))*** - All information obtained by the Department for Social Services in the course of an investigation under this chapter shall not be divulged to anyone except:
- 9.2.8.1. persons suspected of causing dependency, neglect or abuse, provided that in such cases names of informants shall be withheld unless otherwise ordered by the court;
 - 9.2.8.2. the custodial parent or legal guardian of the child;
 - 9.2.8.3. persons within the cabinet with a legitimate interest or responsibility related to the case;
 - 9.2.8.4. other medical, psychological, educational, or social service agency, corrections personnel or law enforcement agency with a legitimate interest in the case;
 - 9.2.8.5. a noncustodial parent when the dependency, neglect or abuse is substantiated; or
 - 9.2.8.6. those persons so authorized by court order.
- 9.3. ***Adult Protection Act*** KRS 209 provides for the protection of adults who may be suffering from abuse, neglect, or exploitation through the mandatory reporting of known or suspected abuse cases. All states require similar duties of persons related to the reportage of adult abuse, but Kentucky is unique in the inclusion of spouse abuse within the Adult Protection Act.
- 9.3.1. ***Definition of adult KRS 209.020(4)*** means: A person eighteen (18) years or older, who because of mental or physical dysfunctioning, is unable to manage his own resources or carry out the activity of daily living or protect himself from neglect, or a hazardous or abusive situation without assistance from others, and who may be in need of protective services; or
- 9.3.1.1. A person without regard to age who is the victim of abuse or neglect inflicted by a spouse.
- 9.3.2. ***Definition of abuse, exploitation, and neglect (KRS 209.020(7,8,15))*** means abuse, neglect or exploitation as defined below:
- 9.3.2.1. ***abuse*** means the infliction of physical pain, mental injury, or injury of an adult.
 - 9.3.2.2. ***exploitation*** means the improper use of an adult or an adult's resources by a caretaker or other person for the profit or advantage of the caretaker or other person.
 - 9.3.2.3. ***neglect*** means a situation in which an adult is unable to perform for himself the services which are necessary to maintain his health or welfare or the deprivation of services by a caretaker which are necessary to maintain the health and welfare of an adult, or a situation in which a person deprives his spouse of reasonable services to maintain health and welfare.
- 9.3.3. ***Who Shall Report? (KRS 209.030)*** - Any person, including, but not limited to, physician, law enforcement officer, nurse, social worker, department personnel, coroner, medical examiner, alternate care facility employee, or caretaker, having reasonable cause to suspect that an adult has suffered abuse, neglect, or exploitation, shall report or cause reports to be made in accordance with the provisions of this chapter. Death of the adult does not relieve one of the responsibility for reporting the circumstances surrounding the death.
- 9.3.4. ***Investigation Process (KRS 209.030(4))*** - Upon receipt of a report, the Department for Social Services is required to notify the appropriate law enforcement agency, conduct an investigation of the allegation and offer protective services to the victim. Adult protective services differ from child protective services in that they are voluntary and may be refused by

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the adult victim. Department personnel may enter any health facility or health services licensed by the cabinet at any reasonable time to carry out the investigation, and may enter private premises with the permission of the adult or the caretaker.

- 9.3.5. **Immunity (KRS 209.050060)** - Anyone acting upon reasonable cause in the making of a report in good faith shall have immunity from any civil or criminal liability. Neither the husband-wife nor the psychiatrist-patient privilege shall be a ground for refusing to report known or suspected adult abuse.
- 9.3.6. **Confidentiality (KRS 209.140)** - All information obtained by the Department for Social Services in the course of an investigation under this chapter shall not be divulged to anyone except:
- 9.3.6.1. persons suspected of abuse, neglect or exploitation, provided that in such cases names of informants shall be withheld unless otherwise ordered by the court;
 - 9.3.6.2. persons within the cabinet with a legitimate interest or responsibility related to the case;
 - 9.3.6.3. other medical, psychological, or social service agency, or law enforcement agency with a legitimate interest in the case;
 - 9.3.6.4. those persons so authorized by court order; and
 - 9.3.6.5. the alleged abused or neglected person.
- 9.3.7. **Emergency Protective Services (KRS 209.100)** - A court may order protective services on an emergency basis if the court finds that the adult (1) is in a state of abuse or neglect and an emergency exists; (2) the adult is in need of protective services; (3) the adult lacks the capacity to consent or refuse to consent to such services; and (4) no person authorized by law or court order to give consent for the adult is available to consent to emergency protective services or such person refuses to give consent.
- 9.3.8. **Penalty (KRS 209.990):**
- 9.3.8.1. Anyone knowingly or wantonly violating the provisions of KRS 209.030(2) shall be guilty of a Class B misdemeanor as designated in KRS 532.090. Each violation shall constitute a separate offense.
 - 9.3.8.2. Any caretaker who knowingly abuses or neglects an adult is guilty of a Class C felony.
 - 9.3.8.3. Any caretaker who wantonly abuses or neglects an adult is guilty of a Class D felony.
 - 9.3.8.4. Any caretaker who recklessly abuses or neglects an adult is guilty of a Class A misdemeanor.
 - 9.3.8.5. Any caretaker who knowingly exploits an adult, resulting in a total loss to the adult of more than three hundred dollars (\$300) in financial or other resources, or both, is guilty of a Class C felony.
 - 9.3.8.6. Any caretaker who wantonly or recklessly exploits an adult, resulting in a total loss to the adult of more than three hundred dollars (\$300) in financial or other resources, or both, is guilty of a Class D felony.
 - 9.3.8.7. Any caretaker who knowingly, wantonly, or recklessly exploits an adult, resulting in a total loss to the adult of three hundred dollars (\$300) or less in financial or other resources, or both, is guilty of a Class A misdemeanor.
- 9.4. **Reporting and Compliance with Federal Law Related to Substance Abuse Treatment**
Current federal regulations provide for strict confidentiality of the records of clients receiving services through alcohol and drug abuse treatment programs. Specifically, the Regulations on Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR, Part 2) provide that disclosure of any information which would identify a client as an alcohol or drug abuser is restricted. Historically, confusion has existed as this federal regulation has appeared to conflict with state laws which mandate the reporting of known or suspected abuse or neglect. Recent changes to the federal confidentiality requirements have clarified the priority of child abuse reporting. Current regulations eliminate any restriction on compliance with state laws and allow the reporting of

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suspected child abuse or neglect to the Department for Community Based Services (Federal Register, Volume 52, Number 110).

- 9.4.1. Federal regulations do not specifically address the remaining conflict with the Kentucky law which mandates reports of adult abuse or neglect (KRS 209). As a result, staff of chemical dependency treatment programs may initiate reports of suspected or known adult abuse in only the following manner:
- 9.4.2. work with the alcohol or drug abuser who is concurrently an alleged victim or perpetrator of abuser neglect to self report and request voluntary protective services;
- 9.4.3. refrain from providing the name or nature of the agency from which, the report is made, and the nature of the contact with the alleged victim or perpetrator;
- 9.4.4. initiate the report as an individual rather than as a representative of the chemical dependency treatment program. The source of a report of abuse or neglect is confidential unless it is released by court order (KRS 209.140); or
- 9.4.5. initiate the report anonymously.

10. Administration

- 10.1. Personnel and other administrative decisions made by clergy, staff, and volunteer staff shall meet civil and canon law obligations and also reflect Catholic social teachings and this *Code of Pastoral conduct*.
- 10.2. No clergy, staff, or volunteers shall use his or her position to exercise unreasonable or inappropriate power and authority.
- 10.3. In addition to this Code of Conduct employees of the Diocese shall receive a copy of the Employee Handbook and volunteer staff must be given the Volunteer Handbook.
- 10.4. Clergy, staff and volunteer staff shall attend and complete mandated training.

11. Staff or Volunteer Well-being

Clergy, staff, and volunteer staff have the duty to be responsible for their own spiritual, physical, mental, and emotional health.

- 11.1. Clergy, staff, and volunteer staff should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
- 11.2. Clergy, staff, and volunteer staff should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
- 11.3. Clergy, staff, and volunteer staff must address their own spiritual needs. Support from a Spiritual Director is highly recommended.
- 11.4. Inappropriate or illegal use of alcohol and drugs is prohibited.

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CODE OF CONDUCT ACKNOWLEDGMENT

I acknowledge that I have received a copy of Catholic Diocese of Lexington Code of Conduct and a brief description of the goals related to these policies and understand that it is my responsibility to read the Code of Conduct and understand their contents. I understand that, upon request I may meet with my Parish, School, or Diocese leadership to review the Code.

CERTIFICATION

I hereby attest and certify that I have never been accused of, convicted of, nor pled guilty to: sexual abuse, gross sexual imposition, voyeurism, public indecency, or any existing or former offense of any municipal corporation, this state or any other state of the United States that is substantially equivalent to any of the above offenses. (If you have been accused of, convicted or, or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet). I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing statutes.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer all questions and to release or provide any information within their knowledge or records dealing with the above-named areas of conduct, and I agree to hold any and all of them harmless and free of any liability for releasing any information that is within their knowledge and records. I further authorize the Roman Catholic Diocese of Lexington to conduct a check of my police criminal records in accordance with KRS 156.483, KRS 17.160, and KRS 17.165).

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal if I am already employed.

Signature

Parish

Print Name

Witness

Date