

Society of St. Vincent de Paul, Indianapolis Archdiocese Council Code of Conduct (Revised April 2023)

As a community of faith dedicated to service, we are committed to safeguarding those we serve. The following rules and regulations reflect our commitment and apply to all employees, contractors and frequent and public-facing volunteers†.

I will:

- Safeguard children, endangered adults, and vulnerable adults* entrusted to my care at all times.
- Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- Complete Safeguarding training if required and read bulletins.
- Avoid situations where I am alone with a child, endangered adult, or vulnerable adult when engaged in SVdP activities and meet with them in areas that are visible and accessible to other adults.
- Refrain from giving inappropriate, personal gifts to children, endangered adults, and vulnerable adults.
- Avoid all unnecessary physical contact, especially when alone with a child, endangered adult, or vulnerable adult.
- Always maintain a professional attitude when dealing with children, endangered adults, and vulnerable adults avoiding emotional attachment and maintaining professional boundaries.
- Report suspected abuse to civil authorities (Indiana Child Protective Services hotline: 800-800-5556 or Indiana Adult Protective Services hotline: 800-992-6978) or to a local law enforcement agency and to the Council Compliance Coordinator: Crystal Wiley, phone: 317-771-0837; email: cwiley@svdpindy.org. Report any violations of this code of conduct to the Compliance Coordinator. Confidential reports to SVdP can also be made online at <https://www.svdindy.org/resources/>. You do not have to give your name.
- Cooperate fully in any investigation of abuse of children, endangered adults, or vulnerable adults.

I will not:

- Use, possess, or be under the influence of alcohol when engaged in SVdP service work.
- Be alone with minors in a residence, sleeping facility, locker room, rest room, dressing facility, other closed room, or isolated area that is inappropriate to a ministry relationship.
- Use, possess, or be under the influence of illegal drugs.
- Allow children to have and/or use alcohol or illegal drugs.
- Use profanity or engage in behavior that is harassing or degrading to others.
- Acquire, use, possess, or assist others, including children, to gain access or distribute any material that is pornographic in nature including child pornography. This includes, but is not limited to: pictures, videos, movies, social media, websites, magazines, or written material.
- Contact a child via social media or post pictures, video, or other information that may identify them.

(Signature on next page)

Signature: _____ Date: _____

Printed Name: _____

† *Frequent and public-facing volunteers* are volunteers who volunteer at least once per month or who volunteer in a capacity that faces those we serve on a regular basis. This includes stores, pantry intake and home delivery.

**Endangered adults* are defined by Indiana law as “at least eighteen (18) years of age and incapable by reason of mental illness, mental retardation, dementia, or other physical or mental incapacity of managing or directing the management of the individual’s property or providing or directing the provision of self-care.”

Vulnerable adults are defined as “a person eighteen years of age or older who is unable or unlikely to report abuse without assistance because of impairment of physical or mental function, emotional status or deprivation of personal freedom, which may be due to an abuse of power, even if the relationship is between adults that in fact, even occasionally, limits their capacity to intend to or to want or in any way resist the offense.”