

CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS *in the Catholic Church in Aotearoa New Zealand*

The skills and expertise that employees and volunteers bring to their role is vital to the life of the Church and is very much appreciated. All those who undertake work for the Church, whether paid or unpaid, are representing the Church and there are expectations for the way they perform their role.

This Code of Conduct for Employees and Volunteers sets out these expectations of behaviour. All employees and volunteers are asked to read and sign this Code of Conduct to acknowledge that they understand and accept these standards of conduct.

As a Church Employee or Volunteer I agree that:

- ② I will be honest and trustworthy.
- ② I will fulfil my role as set out in my role or job description.
- ② I will seek support if asked to do something beyond my experience, qualifications or comfort-zone.
- ② I will comply with all policies and procedures provided to me during my work.
- ② I will treat everyone with respect and courtesy.
- ② I am personally accountable for my decisions and actions in helping to create a safe and supportive environment within my Church community.
- ② I will avoid any activities that could bring the Church or my Church community into disrepute.
- ② I will ensure my actions are not affected by my personal interests or relationships.
- ② I will follow safeguarding procedures when I am with a child or group of children or providing ministry or service to any adult.
- ② I will respect the rights of people to privacy and confidentiality and confidential information will only be shared with others with the informed consent of the person, unless there is clear danger to them or to others.
- ② I will take all allegations of harm or abuse seriously and will follow our reporting procedures. I understand that I also have the right to report any concern or allegation of abuse or harm directly to the Police or Oranga Tamariki (Ministry for Children).
- ② I will honour the principles of Te Tiriti o Waitangi in my work. I will be respectful of other people's cultures.
- ② If my behaviour or conduct is found to be in breach of this Code of Conduct, I understand that consequences may include a requirement to apologise, training, a performance improvement strategy, warnings or dismissal.

If I do not understand any aspect of this Code of Conduct, I will speak to my manager, supervisor, or ministry leader.

Signed as an acknowledgement that this Code of Conduct has been received by me, I have had an opportunity to read it and ask questions about it, and that I agree to be bound by its terms:

Name:

Signature: Date:.....

Parish Name
Address Line 1
Address Line 2
City

Volunteer Agreement

Name of Parish/Entity: _____

Name of Volunteer: _____

We welcome you to the following role(s): *Some volunteers may be involved in several ministries. They can all be included in this one Volunteer agreement. Provide Role Description, if no role description e.g. Someone mowing the lawn does not need a role description, but they still need to sign a volunteer agreement and a Code of Conduct.*

Role: _____

Key Tasks: _____

Role: _____

Key Tasks: _____

If there are more roles, they can be listed on the back of this agreement

The person to whom you are accountable is: _____

- I understand it is my duty to protect the children, young people, vulnerable adults with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and vulnerable adults.
- I understand the role I am undertaking. I will abide by the Code of Conduct for Employees and Volunteers in the Catholic Church in Aotearoa New Zealand.
- By completing this form, I consent to my information being stored and used for the purposes of managing this volunteer programme. I understand that my data will be held securely and that I have a right to access or amend my information. I understand that when I cease to be a volunteer, a summary of my information (name, role, and dates) will be retained for the organisation's safeguarding record.

Signed: (Volunteer)	
	If the volunteer is under 18, the signature of a parent/caregiver is required.
Date:	

