



**Employee Code of Conduct for employment in the parish community of  
The Church of St. Aidan**

Our children are the most important gifts God has entrusted to us. As a Employee, I promise to strictly follow the rules and guidelines in this Employee's Code of Conduct:

**As a Employee, I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at parish activities.
- Use positive reinforcement rather than criticism or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor.
- Report suspected abuse to the pastor, or appropriate supervisor and the local Child Protection Services agency or other civil authorities.
- Cooperate fully in any investigation of abuse of children and/or youth.

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

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while on the job.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth or any other.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth and/or anyone on Parish property.

I understand that as an Employee working with/around children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take any action as outlined in this Code of Conduct may result in my being asked to no longer be Employed in the **Church of St. Aidan**.

\_\_\_\_\_  
Employee's Printed Name

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Employee's Signature

\_\_\_\_\_  
Date