

## Code of Conduct

All Members must carefully consider each statement in this Code of Conduct and sign their name to demonstrate their commitment to observing this Code in their life and ministry. These policies are intended to assist Members in making decisions about their interactions with both minors and adults. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your superior. No form of abuse will be tolerated and all reports of suspicious or inappropriate behavior with minors or adults and all allegations of abuse will be acted upon and investigated appropriately. Westminster Abbey will fully cooperate with authorities if allegations of abuse are made that require investigation.

1. I will exhibit the highest ethical standards and personal integrity, which are consistent with the discipline and teachings of the Catholic Church and Westminster Abbey.
2. I will treat others fairly and with respect at all times, regardless of gender, ethnicity, disability, sex, age, or religion.
3. I will foster a professional, respectful environment that is free from physical, psychological, written, or verbal intimidation or harassment.
4. I will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, I will take steps needed to eliminate such behavior.
5. I will act professionally in all counseling, advising, or spiritual direction relationships, protecting the well-being of the person being served at all times.
6. I will not physically, sexually, or emotionally abuse or neglect a minor or an adult, nor will I exploit or harass anyone.
7. I will not date or become romantically involved with those I serve or any other person, in accordance with what is proper of religious life.
8. I understand that the illegal or inappropriate use of alcohol, controlled or non-controlled narcotics or other drugs and substances is prohibited under any circumstances.
9. I will not possess, distribute, or intentionally view pornography, under any circumstances.
10. I understand that Westminster Abbey will not tolerate sexual misconduct in any form and I agree to comply in spirit and in action with Westminster Abbey's Policy.
11. I will complete any and all safe environment training programs chosen by Westminster Abbey.
12. I will report any suspected or known sexual abuse, sexual exploitation or sexual harassment of a minor to the Delegate.
13. I will report any suspected or known sexual abuse, sexual exploitation or sexual harassment of adults directly to the Survivor Assistance Coordinator or the Third-Party Confidential Reporting Line.
14. I will cooperate fully in any investigation of abuse.

15. I will only engage in one-on-one interactions with minors and vulnerable adults that are approved.
16. I will ensure that any supervision of minors and vulnerable adults is in compliance with Westminster Abbey's Policy on Sexual Misconduct by Members.
17. I will ensure that all physical contact is appropriate.
18. Examples of **appropriate touch** include, but are not limited to:
  - a. affirming someone with a pat on the hand, shoulder, or back
  - b. placing a hand gently on someone's hand or forearm
  - c. shaking another person's hand in greeting
  - d. holding hands in a prayer or song
  - e. short hugs
  - f. "high fives"
19. Examples of **inappropriate touch** include, but are not limited to:
  - a. kissing someone on the lips, or in any way suggestively, or coaxing him or her into kissing you or an inappropriate third party
  - b. lengthy hugs or forceful frontal hugs
  - c. cuddling
  - d. tickling
  - e. piggy-back rides
  - f. lap-sitting
  - g. wrestling
  - h. stroking another person's hair
  - i. touching the breast, buttocks or genital area.
20. I will become familiar with Westminster Abbey's Policy on Sexual Misconduct by Members and act accordingly.
21. I will notify the Abbot or Delegate immediately if any complaint is received of any misconduct by me.
22. As someone in a position of trust and authority, I will not:
  - a. Touch anyone in a sexual or inappropriate manner.
  - b. Tell sexually suggestive jokes nor engage in sexually orientated conversations unless it is a part of a legitimate lesson in an approved program, in accordance with the Church's teaching.
  - c. Be under the influence of alcohol or other intoxicants at any time while ministering.
  - d. Use, possess, or be under the influence of illegal drugs at any time.

- e. Strike, spank, shake, or slap or otherwise assault someone.
  - f. Use any discipline that frightens or humiliates anyone.
  - g. Humiliate, ridicule, threaten, or degrade anyone.
  - h. Make demeaning comments relating to anyone's physique or body development.
23. Moreover, in regard to minors or vulnerable adults, as someone in a position of trust and authority, I will not:
- a. Be alone with them, except in counseling or for seminary formational purposes.
  - b. Interact with them in the residential or other non-public parts of the monastic property.
  - c. Take overnight trips alone with or sleep in the same bed with them.
  - d. Shower with or in the immediate presence of them.
  - e. Purchase or provide access to alcohol, drugs, tobacco products, inappropriate videos, media, or reading material to them.
  - f. Buy gifts for, or accept expensive gifts from, them.
  - g. Give money to them, except in the case of an unforeseen emergency for immediate necessities or services, or for a purpose approved by the Abbot, a parent, guardian or other competent authority.
  - h. Ask them to keep secrets from their parents or guardians.
  - i. Make derogatory remarks about their family.
  - j. Involve them in personal problems or issues of adults.
24. This code is not intended to apply to the appropriate actions of the seminary formator or staff person in regard to members of his immediate family.
25. When uncertainty exists about whether any situation does or does not violate this Policy, the matter is to be referred to the Abbot or his Delegate.

**I have read, understand, and commit myself to living and ministering according to this Code. I understand that failing to comply with these policies may result in various consequences.**

Full Name

Signature

Date