

All Employees must carefully consider each statement in this Code of Conduct and sign their name to demonstrate their commitment to observing this Code in the workplace. These policies are intended to assist Employees in making decisions about their interactions with both minors and adults. For clarification of any guideline, or to inquire about behaviours not addressed here, contact the Delegate, Br. Joseph Bruneau at delegates@westminsterabbey.ca. No form of abuse will be tolerated and all reports of suspicious or inappropriate behaviour 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 treat others fairly and with respect at all times, regardless of gender, ethnicity, disability, sex, age, or religion.
2. I will foster a respectful environment that is free from physical, psychological, written, or verbal intimidation or harassment.
3. I will not tolerate any behaviour 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 behaviour.
4. I will not physically, sexually, or emotionally abuse or neglect a minor or an adult, nor will I exploit or harass anyone.
5. I understand that the illegal or inappropriate use of alcohol, controlled or non-controlled narcotics or other drugs and substances at work is prohibited under any circumstances.
6. I will not possess, distribute, or intentionally view pornography, under any circumstances.
7. 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 on Sexual Misconduct by Members.
8. I will complete any and all safe environment training programs chosen by Westminster Abbey.
9. I will report any suspected or known sexual abuse, sexual exploitation or sexual harassment of a minor to the Delegate.
10. 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.
11. I will cooperate fully in any investigation of abuse.
12. I will only engage in one-on-one interactions with minors and vulnerable adults that are approved.
13. I will ensure that all physical contact is appropriate.

14. 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"

15. 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
- b. wrestling
- c. stroking another person's hair
- d. touching the breast, buttocks or genital area.

16. I will become familiar with Westminster Abbey's Policy on Sexual Misconduct by Members and act accordingly.

17. I will notify the Abbot or Delegate immediately if any complaint is received of any misconduct by me.

18. I will not:

- a. Touch anyone in a sexual or inappropriate manner.
- b. Tell sexually suggestive jokes nor engage in sexually orientated conversations.
- c. Be under the influence of alcohol or other intoxicants at any time while at work.
- d. Use, possess, or be under the influence of illegal drugs at work.
- 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.

19. Moreover, in regard to minors or vulnerable adults, I will not:

- a. Be alone with them, except as required by the duties of my work.
- b. Interact with them in the residential or other non-public parts of the seminary property.
- c. Take overnight trips alone with or sleep in the same bed with them.
- d. Purchase or provide access to alcohol, drugs, tobacco products, inappropriate videos, media, or reading material to them.
- e. Buy gifts for, or accept expensive gifts from, them.
- f. Give money to them.
- g. Ask them to keep secrets from their parents or guardians.
- h. Make derogatory remarks about their family.
- i. Involve them in personal problems or issues of adults.

20. When uncertainty exists about whether any situation does or does not violate this Policy, the matter is to be referred to the Rector or the 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: _____