

Keep FOR YOUR RECORDS

Covenant of Care Form - Appendix G

Covenant of Care for

Name of ministry or program

Office/Parish/Camp/Other approved organization

I understand that my actions in ministering and serving in the Archdiocese are to be consistent with the teachings of the Catholic Church and exercised in a pastoral manner toward all people.

Therefore:

I promise that in all my relationships with children/youth/vulnerable persons I will follow appropriate action as defined by my orientation and training.

I promise to use only the physical contact that is deemed appropriate in reference to Policy 354 Abuse and related Appendix (Physical Contact – Appendix H), which I have read and understand.

I promise to use appropriate language.

I promise to serve others always in keeping with the teaching of the Church on human dignity.

I promise that I will not harass others as specified in Policy No. 353 Workplace Violence.

I promise to respect confidentiality and privacy, unless a child, youth or vulnerable person is in danger, then I will report to a child protection agency or the police.

I promise that I will keep confidential any personal information acquired either in verbal or written form that comes to me as a result of carrying out my responsibilities as a volunteer in the parish/camp/or organization.

I understand that any type of abuse will not be tolerated. I understand that any allegation of abuse made against me will result in my immediate removal from the ministry or program and, subject to the results of an investigation in accordance with archdiocesan protocols, that it may end the volunteer relationship.

I will consult with my director, pastor, or volunteer leader should I require further clarification concerning my ministry or service.

I have read and agree with this Covenant of Care.

Name of Volunteer

Signature of Volunteer

Date (day/month/year)

Witnessed by
Name of Director/Pastor/Volunteer Leader

Signature of Director/Pastor/Volunteer Leader

Date (day/month/year)

Note: The Director, Pastor, Volunteer Leader will be notified should the volunteer leader or volunteer be released from the ministry or program responsibilities as a result of a violation of the Covenant of Care. The parish of the volunteer will always be notified.



Physical Contact – Appendix H

Physical Contact

It is essential to be aware of one's behavior, language and physical contact when working with children, youth and vulnerable persons:

- Show similar levels of kindness to all avoiding favoritism.
- Do not engage in or allow the telling of sexual jokes or behave in a way that promotes the sexual exploitation of others.
- Provide clearly stated consequences for inappropriate behavior.
- Stop inappropriate behavior early. Be fair, consistent and reasonable, matching consequences to the age and ability of the child, youth or vulnerable person.
- Do not use corporal punishment such as hitting, pinching, slapping, spanking or strapping.

Appropriate and Inappropriate Touching

A touch can convey a multitude of positive messages and communicate care, comfort and love; however, it is important to distinguish between appropriate and inappropriate touching. It is also very important to be aware of, and sensitive to, differences in interpretation to touching based on sex, culture or personal experience.

Some examples of **appropriate touch**:

- Holding or rocking an infant who is crying
- Affirming a participant with a pat on the hand, shoulder, or back
- Bending down to the child's eye level and placing a hand gently on the child's hand or forearm
- Putting your arm around the shoulder of a person who needs comfort
- Taking a child's hand and leading him / her to an activity
- Holding hands for safety when changing locations
- Shaking a person's hand in greeting
- Holding a child gently by the hand or shoulder to keep his / her attention as you redirect behavior
- Providing a wet, warm cloth

Some examples of **inappropriate touch**:

- Kissing a child, youth or vulnerable person or coaxing them into kissing you
- Cuddling
- Tickling
- Piggy-back rides
- Having others sit on your lap (except for babies / young toddlers)
- Touching anyone in any area normally covered by a bathing suit (except changing an infant's diapers)
- Hand holding, except for the examples listed above
- Stroking a child, youth or vulnerable person's hair
- Hugging, where an adult knows or ought to have known that hugging is inappropriate

Source: Ecclesiastical Insurance Office PLC Nov 2009



The Catholic
Archdiocese
of Edmonton

Non-Discrimination

Policy No. 345

Policy Statement: The Archdiocese of Edmonton and all of its parishes, agencies, agents, and programs does not discriminate against any employee, or any applicant for employment, pursuant to the provisions of the Human Rights, Citizenship and Multiculturalism Act of Alberta.

Definition: The Human Rights, Citizenship and Multicultural Act of Alberta identifies the following as protected areas and grounds:

- race
- colour
- ancestry
- place of origin
- religious belief
- gender
- age
- physical disability
- mental disability
- family status
- source of income
- sexual orientation

Sexual harassment under human rights legislation includes:

- any unwanted behaviour, sexual in nature, that adversely affects, or threatens to affect, directly or indirectly, a person's security, working conditions or prospects for promotions or earnings; or prevents a person from getting a job, living accommodations or any kind of public service
- unwanted, often coercive, sexual behaviour directed by one person toward another that is emotionally abusive and creates an unhealthy, unproductive atmosphere in the workplace
- suggestive remarks (from very subtle to most obvious), sexual jokes or compromising invitations, verbal abuse, visual display of suggestive images, leering or whistling, patting, rubbing or other unwanted physical contact, outright demand for physical favours, and physical assault

Intent of Policy: The Archdiocese promotes an inclusive and respectful workplace and will not tolerate behaviour or conduct, including sexual harassment in the workplace, which violates human rights legislation. Further, the policy is intended to inform all archdiocesan staff of the human rights legislation and the formal process to investigate discrimination complaints, including sexual harassment.

Procedure:

- a) The Archdiocese as an employer and its employees must ensure that the workplace is free from discrimination, including all forms of harassment.
- b) For the purpose of this policy, sexual or other types of harassment also includes any retaliation and/or threatening behaviour against a person who has filed a complaint or allegation in good faith under this policy or an individual(s) who has given evidence in support of or against a complaint.
- c) Anyone who believes he or she has been harassed should first make it clear to the offender and/or to the person in authority that such action has occurred and is unwanted. If the behaviour persists, or corrective action has not taken place, a complaint must be filed with the employee's immediate supervisor (where appropriate) and also with the Chancellor of the Archdiocese as outlined in this policy.
- d) If an investigation into an allegation or complaint against an employee is substantiated, appropriate disciplinary action, up to and including dismissal will be taken.
- e) Individuals who believe that they have been discriminated against, including sexual harassment, are not prevented from seeking assistance and/or filing a complaint with the Alberta Human Rights and Citizenship Commission while their complaint is being investigated under this policy.

Investigation of Complaints

Procedure:

- a) Whenever possible, complaints and/or allegations are to be submitted in writing by the complainant and/or witness, stating the nature of the complaint, all relevant details, witnesses (if any), date/time of the incident, and remedy requested as may be applicable.
- b) All complaints/allegations when received are to be acknowledged in writing.
- c) The Chancellor in consultation with the complainant's immediate supervisor (where appropriate) will determine if counseling and/or other forms of support is requested/required, including an absence from work while the complaint is being investigated.
- d) The Chancellor in consultation with the complainant's immediate supervisor will also follow up with the employee who has been alleged to be in violation of this policy, and inform them of the formal complaint against them, including if any counseling and/or other forms of support is requested/required, including an absence from work while the complaint is being investigated.



Human Resources

- e) The Chancellor will determine, in consultation with the employee's immediate supervisor and other archdiocesan personnel, the person or persons who will be responsible for investigating a complaint/allegation, including mediation for resolution of a complaint.
- f) Where an investigation has been requested, a report is to be submitted to the Chancellor within a period not to exceed fourteen (14) calendar days from the date the complaint was filed. An extension of this time frame based upon valid reasons can be requested and must be approved by the Chancellor.
- g) For the purpose of investigating a complaint or allegation, appropriate and accurate records and documentation must be retained in a secure and confidential manner. These records may be requested or accessed by other agencies (e.g. Human Rights Commission) or others as may be authorized by the Archdiocese.

Also refer to Policies:

Policy No. 347 Progressive Discipline

Policy No. 348 Sexual Harassment

Policy No. 349 Termination of Employment (Culpable)

Workplace Violence

Policy No. 353

Policy Statement: The Archdiocese is committed to working with its employees in the prevention of violence and promoting a violence-free workplace. The Archdiocese will not tolerate any acts of violence and will take all reasonable and practical measures to prevent violence and protect employees from acts of violence. Appropriate remedial, disciplinary, and/or legal action will be taken according to the circumstances.

Definitions: For the purpose of this policy, “violence” includes but is not limited to:

- physical acts (e.g. hitting, shoving, pushing, kicking, bullying, sexual assault)
- any verbal or written threat, behaviour or action which is interpreted to carry the potential to
 - harm or endanger the safety of others
 - result in an act of aggression
 - engender fear
 - destroy or damage property
- disruptive and disrespectful behaviour that is not appropriate to the workplace (e.g. yelling, swearing, name calling).

Intent of the Policy:

To educate and inform employees and others about recognizing, reporting, and preventing workplace violence.

Procedures:

Reporting Process:

- a) Employees are to report promptly to their immediate supervisor any incidents of violence. If the allegation is against an employee’s immediate supervisor, they are to contact the supervisor’s superior and/or the Chancellor.
- b) All complaints or allegations are to be investigated within seventy-two (72) hours or earlier from the time the complaint was received. The investigation may be assigned to and be conducted by another internal or external person(s).
- c) Dependent upon the nature of the complaint and/or incident, legal and/or law enforcement agencies may need to be contacted to assist with an investigation.
- d) During the investigation confidentiality of information and appropriate documentation of the investigation is essential.
- e) The complainant and/or the person subject of the complaint/allegation may be required to be temporarily placed on a paid leave of absence and/or require counseling while the investigation is in progress.
- f) All persons involved in the processing of a complaint/allegation will ensure



that the complainant is neither penalized nor subjected to the prejudicial treatment as a result of making the complaint/allegation. Disciplinary action will be taken against any person who takes any reprisal against a person who reports workplace violence.

- g) Upon completion of an investigation the complainant and the person subject of a complaint/allegation will be informed in person and in writing of the outcome of the investigation in a manner whereby appropriate standards of confidentiality are maintained.

Management Responsibilities

- Act respectfully towards employees at work and at any work-related activity.
- Develop workplace arrangements that minimize the risk of workplace violence.
- Promote a non-violent workplace.
- Ensure that this policy is explained to all employees.
- Identify training needs for employees.
- Ensure that employees understand who to contact regarding concerns about the policy or when reporting an incident or complaint.
- Ensure personal physical safety if an incident of workplace violence occurs, then report if deemed necessary to the appropriate law enforcement agency.
- Ensure the security and safety of all parties involved during an investigation of an incident or complaint of workplace violence.
- Prepare a risk assessment/analysis of any reported incidents and identify any measures to prevent future incidents, including remedial action/training.

Refer also to Policies:

- No.: 341 Conflict Management and Complaints
- No.: 345 Non-Discrimination
- No.: 347 Progressive Discipline
- No.: 349 Termination of Employment (Culpable)



Abuse

Policy No. 354

Policy Statement: The Archdiocese will not tolerate any form of abuse by its clergy, employees, or volunteers.

Intent of Policy: To protect society, especially the members of the Church, from the harm that comes from abuse.

Definitions: Abuse includes:

- Physical – any intentional unwanted contact that may cause bodily injury, pain, or impairment. It does not have to leave a mark or a bruise.
- Verbal – the use of language to manipulate, control, ridicule, insult, humiliate, belittle, vilify, and show disrespect and disdain to another. It may or may not use expletives. It may also be in written form, which includes the electronic media. Such abuse consists of: bullying, ridicule, trivializing, harassing, interrogating, accusing, blaming, denial, insulting, taunting, putting down, discounting, threatening, name-calling, yelling and raging.
- Sexual – any intentional unwanted or non-consensual sexual contact. It may include: touching, harassment, incest, molestation, intercourse, rape, sodomy, exhibitionism, and other acts of sexual exploitation that may involve the Internet. It may also include any sexual contact which is apparently consensual, but breaches professional and/or ministerial boundaries.

Also refer to Policies:

No. 345 Non-Discrimination

No. 360 Allegation Assessment Protocol

