



Code of Conduct for Child-Serving & Vulnerable persons Organization ¹

Supplement to the Code of Conduct

1. As a reputable child-serving organization, the Roman Catholic Military Ordinariate of Canada (MILORD) has developed the following code of conduct to guide our volunteers and Roman Catholic duly mandated ministers (Catholic Military Chaplain (CMC)) serving within the Canadian Armed Forces (CAF) within the Royal Canadian Chaplaincy Service (RCChS) is valued and unique, we come together as an organization in the best interests of children and their families. The safety, the rights, and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

2. **CMC/volunteer misconduct will not be tolerated, especially as it relates to the well-being of the children in our organization's care ².**

3. Misconduct refers to inappropriate behavior in our organization and includes, but is not limited to, any/all of the following:

3.1 Communication ³ with a child that goes beyond the CMC/Volunteer's employment responsibilities with the child and/or does not occur with the context of employment duties and responsibilities.

3.1.1 Writing personal letters or text messages to a child;

3.1.2 Making personal phone calls to a child;

3.1.3 Having personal internet exchanges with a child (email, instant messaging, chatting, social networking, etc.).

3.2 Sending personalized gifts to a child.

3.2.1 **Note:** *It is not misconduct to give a contextually appropriate thank-you card, birthday card, seasonal card or other nominal gift to a child, where such gesture would be considered reasonable in the circumstances provided that all gestures, taken together, are not excessive in number and any such exchanges are carried out within the workplace, in the presence of others and with the knowledge of the organization.*

¹ Excerpt taken from Chapter 4, Code of Conduct, of *Step-by-Step Program, Commit to Kids, Canadian Centre for Child Protection*, pp. 95-99, ISBN: 978-0-9812360-1-8.

² The same applies to CAF as this Code doesn't supersede the Code of Service Discipline nor the *National Defence Act*.

³ Communications and Confidentiality with Minors in Ministry Private communication with a minor is defined as any type and form of communication that takes place apart from an appropriate and approved ministry setting. Therefore, adults in ministry with minors shall not enter into any type of private communication with a **minor***** that is not within the scope of their ministry, or any communication that would undermine the parent-child relationship or serve to foster an inappropriate relationship with a minor. (***) In the Catholic Church: A minor is defined as anyone under the age of 18. (Ref.: Pursuant to the Congregation for the Doctrine of the Faith's [Revised Norms](#) on Dealing with Clerical Sex Abuse of Minors and Other Grave Offenses, the word "minor" or "minors" in this document is also meant to include a person over 18 years of age who habitually lacks the use of reason (Art. 6 of *Revised Norms*) and, thus, is to be considered equivalent to a "minor").



- 3.3 Offering unauthorized rides to an individual child.
 - 3.4 Spending time with a child outside of designated work times and activities.
 - 3.4.1 **Note:** *Except where such activity results from a parent-initiated request and the activity as been disclosed to and approved by the organization in advance.*
 - 3.5 Favouring a child.
 - 3.6 Telling sexual jokes to a child.
 - 3.7 Showing a child sexually explicit or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view.
 - 3.8 Taking pictures of a child except when specifically requested to do so by the organization and provided that only cameras owned or under the control of the organization are used to take such pictures.
 - 3.8.1 **Note:** *Under NO circumstances may an CMC/Volunteers ever use his/her phone or personal camera to take pictures of a child, nor upload or copy any pictures he/she may have taken of a child to the internet or to any personal storage device ⁴ WITHOUT a signed parental permission (Annex VV2) ⁵.*
4. **CMC/Volunteer of MILORD must:**
- 4.1 Always adhere to our organization policies and procedures in dealing with children.
 - 4.2 Treat children with respect and dignity.
 - 4.3 Treat all allegations and suspicions of sexual misconduct seriously – it is an CMC/Volunteer’s duty to report allegations or suspicious.
 - 4.4 Follow established procedures when reporting any allegations of misconduct or potential policy violations.
 - 4.5 Consider the final outcome of any behaviours as well as child’s reaction to any activities, conversations, or interactions so as to avoid embarrassing, shaming, or humiliating the child.

⁴ This is in conjunction with the guidance of the Chaplain General Office with the document called “Chaplains and Social Media: our ministry of presence in a virtual world”.

⁵ See Photo/Video Sample Consent found in Annex VV2 in our Directory page: <https://rcmilord-ordmilcr.com/directory-2021-repertoire>.



4.6 Establish, respect, and maintain boundaries (physical, emotional & spiritual) with all children.

4.7 Have completed the mandatory MILORD online course “*Commit to Kids*”⁶.

5. CMC/Volunteer of MILORD must NOT:

5.1 Engage in any activities that endanger a child or make a child feel uncomfortable.

5.2 Engage in any activity that goes against our organization’s mandate, policies, or code of conduct.

5.3 Make any sort of remark, comment, or joke to/regarding a child that is in any way suggestive, explicit or sexual.

5.4 Engage in any sort of physical contact with a child that may make the child feel uncomfortable, or that violates reasonable boundaries.

5.5 Conduct their own investigation into allegations or suspicious of sexual misconduct – it is an CMC/Volunteer’s duty to report, not to investigate.

5.6 Place a child in danger from anyone, either within or outside of our organization.

5.7 Offer any child “special” treatment that falls outside of our organization’s mandate, or that may (or may appear to) place a child at risk of exploitations.

6. CMC/Volunteer of MILORD SHOULD consider:

6.1 The activities they are engaging in with a child are known to, or approved by, supervisors and/or parents. Child interactions should not be kept secret; rather, they should be transparent.

6.2 Activities that would raise concerns in the mind of a reasonable observer as to their appropriateness.

6.3 Our organization may be detrimentally affected by an CMC/Volunteer’s activity.

6.4 The activity may contribute to a child’s discomfort.

6.5 The activity may appear inappropriate to our organization, the child’s family, or the public.

⁶ <https://www.protectchildren.ca/en/get-involved/online-training/commit-to-kids/>



7. **Failure to adhere to the Code of Conduct** by any CMC/Volunteer will result:
 - 7.1 **in an ecclesiastical investigation** by MILORD authorities IAW *the Ordinariate Protocol*⁷ according to the norms of Book VI of the Code of Canon Law (CIC/83) in force on December 8, 2021⁸.

⁷ Ordinariate Protocol for Responding in cases of Alleged Sexual Misconduct and/or misconduct in the Roman Catholic Military Ordinariate of Canada found at: <https://rcmilord-ordmilcr.com/responding-in-cases-of-alleged-sexual-misconduct>.

⁸ <https://rcmilord-ordmilcr.com/penal-law-book-vi>.



ADMINISTRATION - MCC

For Military Catholic Chaplain: (To be kept in your file)

I have **read and understood** this supplement of the Code of Conduct (pp.1-4).

Name: _____

Signature: _____

Date: _____

Name of witness: _____

Signature of witness: _____

Date: _____



ADMINISTRATION - VOLUNTEER

For VOLUNTEER: (A copy to be given to the Volunteer / A copy retained in the Chapel Archives)

I **agree to comply** with this supplement of the Code of Conduct (pp.1-4).

Name: _____

Signature: _____

Date: _____

Name of witness: _____

Signature of witness: _____

Date: _____