

**APPENDIX B (cont.)**

You have expressed an interest in serving as \_\_\_\_\_ volunteer working  
(location/postion)  
with or around children. The Archdiocese of Kansas City in Kansas has policies and procedures concerning the protection of children and youth and needs your agreement to abide by these policies at all times during your volunteer work. The following policy summary reflects the Church's concern and commitment to all children and volunteers who participate in Church sponsored activities.

1. Sexual abuse of children is contrary to Christian morality and the mission of the Church and is a serious offense to the dignity of the human person as created by God. Abusive sexual behavior can never be seen as arising out of volunteer work in any Archdiocesan office, parish or affiliated organization.
2. All Archdiocesan volunteers must comply with applicable civil laws and Archdiocesan policy regarding child sexual abuse.
3. Persons who have been convicted of either child sexual or physical abuse or other criminal offenses involving minors should not volunteer service in any church sponsored activity or program for children.
4. Any persons, who for whatever reason, do not believe they can conduct themselves at all times while working with children in a lawful and non-sexual manner should not volunteer in any church sponsored activity or program for children.
5. Adult volunteers should observe the "two adult" rule requiring that an adult never be alone with children without another adult present.
6. All volunteers should report immediately to their supervisors any conduct they observe which seems abusive or inappropriate.

**VOLUNTEER QUESTIONNAIRE** -- *Please fill out the questions on this page and return.*

As you answer each question, know that your responses will be kept confidential.

1. As a church volunteer working with or around children, do you agree to observe all church policies regarding working with children? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever been convicted of or pleaded guilty to a crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please describe on a separate sheet of paper.

I have read the above policies, requirements, and Volunteers Code of Conduct/Information Sheet and agree to comply with all of them. I understand that as a volunteer working with 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 action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Printed Name of Volunteer

APPENDIX C  
 THE ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KANSAS  
CONFIDENTIAL QUESTIONNAIRE  
FOR ALL PERSONS WORKING WITH OR AROUND CHILDREN

Applicants for employment and volunteer work with or around children must complete this questionnaire. Separate employment applications must be completed in addition to this form by those seeking employment. Answers may be verified if questions arise as to qualifications for such employment or volunteer work.

1. Name: \_\_\_\_\_  
 (Please print) Last First Middle (full-no initial) Maiden

2. Address, City, State, Zip: \_\_\_\_\_  
 Prior Address (address, city, state, zip): \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. \*Social Security No.: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

4. \*Driver's License No.: \_\_\_\_\_ \*Issuing State \_\_\_\_\_

5. Current or Last Employer \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
 Beginning date of this employment (Mo/Yr): \_\_\_\_\_

6. Current memberships (religious, community, business, labor or professional organizations).  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse by you?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give a short explanation of the complaint.  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Do you use illegal drugs? \_\_\_\_\_ Yes \_\_\_\_\_ No.

9. Have you ever terminated your employment for reasons relating to allegations of physical abuse or sexual abuse by you? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employers at the time, including your employer's name, address and telephone number.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPENDIX C (cont.)

10. List all paid and volunteer positions involving work with or around children you have held with church and non-church organizations, e.g., other Catholic parishes, Boy Scout leader, religious education instructor, youth minister, coach, etc. Include dates of service and the names, addresses and telephone numbers of sponsoring organizations, e.g. parishes, schools, United Way, etc.

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11. Have you ever been accused of or investigated for an act of sexual abuse or harassment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give a short explanation of the circumstances and the name and address of the organization or person(s) involved:

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12. Have you ever been removed from any of the positions listed above for reasons relating to allegations of physical or sexual child abuse by you? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, give a short explanation of the circumstances and the name and address of the organization or person(s) involved:

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13. Have you ever been convicted of or plead guilty to nolo contendere (no contest) to a criminal offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain the nature of the offense and give the date of the offense and location of the court which handled the matter.

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14. Is there any fact or circumstance involving you or your background not discussed above that might indicate you should not work with or around children? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain \_\_\_\_\_

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15. Give the names, addresses and telephone numbers of three personal references and their relationship to you.

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## RELEASE AND AUTHORIZATION

I hereby certify that the information I have provided in the Confidential Questionnaire For Persons Working With Or Around Children is complete, true and correct to the best of my knowledge and may be verified, if necessary by contacting persons or organizations named on this questionnaire or by contacting any person or organization that may have information concerning me. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification for or termination of my position. I understand I may be asked to provide additional information as may be necessary. Furthermore, I understand that this questionnaire and any other materials submitted or obtained in connection with my employment or volunteer position become the property of the Archdiocese or affiliate. If accepted for a position, I agree to observe all rules, regulations, and policies of the Archdiocese of Kansas City in Kansas.

I, \_\_\_\_\_, hereby authorize the Archdiocese of Kansas City in Kansas and/or its agents, affiliates, parishes and representatives to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application for Employment and/or obtaining other information which may be material to my qualifications for volunteer work or employment now, and if applicable, during the tenure of my employment with the Archdiocese of Kansas City in Kansas, its parishes or affiliates.

I release the Archdiocese of Kansas City in Kansas and/or its agents, affiliates, parishes and representatives as well as any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits arising out of or in any manner related to information obtained from any and all of the above referenced sources.

The following is a true and complete legal name and all information contained herein is true to the best of my knowledge:

\_\_\_\_\_  
Applicant/Employee Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**\*NOTE:** This information is required for identification purposes only, and is in no manner used as a qualification for employment.

APPENDIX D

THE ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KANSAS  
ACKNOWLEDGMENT OF RECEIPT

I, the undersigned hereby acknowledge that I received a copy of the Archdiocese of Kansas City in Kansas' **Child Protection Policy – Policies and Procedures Pertaining to Sexual Abuse of a Child**. Further, that I have read the Policy, understand its meaning, and agree to conduct myself in conformity with the Policy and as the Policy may be amended in the future. I also understand that this acknowledgment will be kept on file in my personnel file.

\_\_\_\_\_  
Date Child Protection Policy  
as described above received

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Church or Institution: \_\_\_\_\_

City or Town: \_\_\_\_\_

RECEIPT

I hereby acknowledge that I have received a copy of *The Code of Ethical Standards for Church Leaders of the Archdiocese of Kansas City in Kansas*, dated June 2003. I understand its meaning and agree to conduct myself in accordance with its contents.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

DATE

The original of this signed document should remain in the Church/Institution files.

# Archdiocese of Kansas City in Kansas

## Harassment Policy

February 2007

was subjected to the alleged harassment and any others who may have the right or need to know the outcome.

### 5. ASSURANCE OF NON-RETALIATION

- 5.1 Retaliation by any personnel against other personnel who file complaints of harassment or who participate in an investigation of harassment is strictly prohibited.
- 5.2 Personnel who retaliate against one bringing or participating in an investigation of harassment are subject to investigation and disciplinary action as described in Section 4 above.

Approved by the Archbishop,



Archbishop Joseph F. Naumann  
Archdiocese of Kansas City in Kansas

Revised: February 2007

as impartial and confidential manner as possible, generally by or at the direction of the individual responsible for the employing entity or the employee with oversight over the volunteer program in consultation with the Archdiocesan attorney where appropriate.

4.1.1 All investigations shall be conducted commensurate with the facts alleged. At a minimum, the aggrieved person, the alleged offender and any known witnesses shall be interviewed.

4.1.2 Efforts shall be made to treat any allegations with regard to concerns of privacy, confidentiality and legal constraints. However, assurances of complete confidentiality may not be given due to the need to conduct a thorough investigation of any complaint of harassment.

4.1.3 A written record must be maintained by the investigating authority of any investigation into a claim of harassment.

4.1.4 If, at the conclusion of the investigation, the investigator determines that the alleged harassment or inappropriate conduct more likely than not occurred, corrective or disciplinary action shall be taken, even if the harassment is not deemed unlawful. Disciplinary action ranging from a written warning to termination of employment may be imposed.

4.1.5 Before terminating the employment of a person determined to have engaged in harassing conduct in violation of this policy, the investigator shall consult with the Archdiocesan attorney.

4.1.6 At the end of the investigation, the general outcome will generally be communicated to the person who reported or

### 3. REPORTING HARASSMENT

3.1 Any person who believes he or she has been subjected to harassment of any kind based upon race, color, sex, national origin, religion, age or disability should take the following steps:

- a. immediately inform the person engaging in the harassing conduct that the conduct is offensive and unwelcome and must stop.
- b. immediately report the harassing conduct to the individual to whom he or she is responsible or to the individual to whom the aggrieved party is responsible if the aggrieved person does not wish to communicate with the offending person or if communication with the offending person has been ineffective.
- c. within a reasonable time, report the conduct to the offending person's supervisor if the alleged harassment has been committed by the aggrieved person's supervisor or if the supervisor fails to take prompt action upon receiving the complaint.

3.2 Personnel who claim that they have been subjected to harassment by a member of the clergy, shall promptly notify the Vicar General for Priests at the Chancery Offices.

3.3 Personnel who observe harassment or retaliation for claiming harassment against other personnel shall report immediately their observations to an appropriate supervisor or manager.

### 4. INVESTIGATION AND RESOLUTION OF COMPLAINTS

4.1 Allegations of harassment shall be investigated promptly and thoroughly and in

**RECEIPT**

I acknowledge that I received a copy of the Harassment Policy of the Archdiocese of Kansas City in Kansas, revised effective February 2007. I have read the document, understand its meaning and agree to conduct myself in accordance with the Harassment Policy.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Name of employer or volunteer program \_\_\_\_\_

Date \_\_\_\_\_

*Archdiocese of Kansas City in Kansas  
Harassment Policy*

**1. POLICY**

1.1 The Archdiocese is committed to a productive workplace that reflects Catholic values, teachings and professionalism. All who serve are to be treated with respect and dignity. All personnel are to model respectful conduct towards all other personnel. Unlawful harassment and other types of behavior that may be offensive or intimidating to co-workers and volunteers are unacceptable and will not be tolerated.

1.2 Harassment may take many forms. Physical, psychological and verbal intimidation and harassment on the basis of race, color, sex, national origin, religion, age or disability by Archdiocesan personnel, which includes all clergy, presidents and principals of schools, administrators, consultants and directors of ministries and services, officers and affiliates, lay employees and volunteers, is contrary to Christian morals and principles, may violate federal and state law and is certainly outside the scope of the duties of church ministry, employment and volunteerism.

1.3 The workplace is for work. The goal of the Archdiocese is to provide a work atmosphere free of tension created by non-work related conduct, including racial, ethnic or sexual remarks, animosity or other similar conduct.

1.4 Retaliation for making a complaint of harassment is strictly prohibited.

1.5 Complaints about harassing behavior brought by the alleged victim or witness to the

behavior will be promptly and thoroughly investigated commensurate with the facts and circumstances. Substantiated complaints of harassment or retaliation for reporting harassment will result in appropriate disciplinary action up to and including termination of employment.

**2. DEFINITIONS**

2.1 **Harassment** includes behaviors directed toward another in the workplace that are offensive and intimidating, including but not limited to, improper physical contact, offensive comments, and display, transmission or known possession of offensive material. Such conduct need not be unlawful to constitute prohibited harassment. Racial and ethnic slurs, telling jokes that make fun of people's disabilities, sex, heritage or social status and disparaging another's religious practices are a few examples of harassing behavior.

2.2 **Unlawful Harassment** includes harassment on the basis of race, color, sex, national origin, religion, age or disability that violates state and federal laws and generally interferes with a person's work performance or creates an intimidating, hostile or offensive working environment. Unlawful harassment includes not only the offending conduct of personnel, but also that of any vendor, visitor, volunteer or other person engaging or interacting with personnel in the workplace.

2.3 **Sexual Harassment** is a type of harassment and includes unwelcome sexual advances, requests for sexual favors and other verbal, written and physical conduct of a sexual nature when submission to such conduct is made a term or condition of employment; or, when submission to or rejection of such conduct is the basis for

employment decisions; or when such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive working environment.

2.3.1. **Sexual Harassment** may take many forms, including but not limited to  
a. unwelcome sexually oriented advances or communication (oral, written or pictorial), such as lewd or suggestive jokes and comments;  
b. requests or demands for sexual favors;  
c. subtle pressure or requests for sexual activity;  
d. sexual flirtations and leering;  
e. persistent, unwanted attempts to change a professional relationship to a personal one;  
f. unnecessary touching of a person, e.g. patting, pinching, hugging, repeated brushing against another;  
g. sexual assault.

2.4 **Retaliation** is a negative or punitive response to one who made a complaint of harassment, including but not limited to:  
a. disciplining or changing work assignments,  
b. termination of employment,  
c. refusal to cooperate or discuss work-related matters.

2.5 **Supervisor** is generally the immediate supervisor, manager or director of Archdiocesan personnel, e.g., pastors, presidents and principals of schools, administrators, and directors and consultants of ministries and services. For purposes of this policy, supervisors of volunteers are those employees with supervisory authority over the volunteer activity.