

ZMB CODE OF CONDUCT FOR EMPLOYEES
- POLICIES AND GUIDELINES FOR SAFE ENVIRONMENT
IN SALESIAN MINISTRY

“I am living in faith, faith in the Son of God who loved me and gave himself for me”
(Gal. 2:20)

I. PREVENTION

PREAMBLE

In the Gospels, we see Jesus welcoming children and blessing them. He was among them as the Good Shepherd and laid down his life for them. Don Bosco, following Jesus’ example, gave his life day after for the salvation of the young people. He had a profound charity, reverence and respect for young people and taught his followers to do the same.

We, the Salesians of Don Bosco of the Vice-Province of Mary Help of Christians, working in Malawi, Namibia, Zambia and Zimbabwe, commit ourselves to follow Jesus and Don Bosco’s example. This commitment requires from us a life of holiness. Holiness is a life of integrity, that is, an unambiguous and uncompromised lifestyle lived in all aspects of our daily public and private life by our practicing the evangelical counsels, living in community and ministering young people. This is the truest response to God’s love and our greatest contribution to the world.

We have many people who share with us our mission; these people are our employees. Because our common mission, we want our employees to live by the same standards of Christian life and we ask from them the same commitment we have to a morally sound life and holiness in their own state of life.

The following guidelines want to be the roadmap to that journey of holiness. They intent to assure everybody that we are doing all we can to maintain safe environments in all our pastoral activities. These guidelines form a *Code of Conduct* that employees are bound to follow. This *Code of Conduct* has two parts, regarding the prevention and response in cases of morally inappropriate conduct.

Throughout this *Code of Conduct* there are three general issues we need to be aware of, namely, boundaries, responsibility and accountability.

1. Boundaries

Boundaries are the limits that mark our intimacy. They are a kind of our personal territory where we welcome people in the degree of our closeness to them. Thus, they are determined and by time, place and persons. The most common boundaries are verbal, physical, emotional, affective and spiritual. They aim at establishing good communication as well as healthy and meaningful relationships. Respecting them are concrete ways to show our concern, care and love for the

people we work for and for ourselves; they are everybody's right because they come from the basic right to a personal intimacy. This *Code of Conduct* aims at helping the confreres be aware of their boundaries, the boundaries of people we work with and anybody else's boundaries

2. **Responsibility**

Responsibility is the ability to be answerable for what is expected of us (our actions or omissions). Each employee assumes the responsibility for their actions and their consequences. Beyond the moral qualification of their actions, employees are also aware of the civil and/or criminal processes and penalties that incurred if they fail to fulfill their responsibilities. This *Code of Conduct* aims at helping employees being responsible in their relationships with the people we work for and with anybody we enter in touch with.

3. **Accountability:**

Accountability is the ability of being answerable to somebody for what is expected of us (our actions or omissions); this implies the responsibility of sharing information to whomever we owe the truth. Employees are personally answerable to God, the Church, the SDBs, the organizations they belong to and the civil authorities. Moreover, employees are also accountable to the people they work for. The people we work for deserve the dedication to our responsibilities and duties and also our life of holiness and are supposed to ask for them. This *Code of Conduct* aims at helping employees being accountable, that is, committed to an honest way of life.

A. GUIDELINES FOR RELATING WITH OTHERS

All Christians are called to holiness, i.e., a life lived with integrity (LG, 40).

1. Employees shall respect individual life and be friendly to anybody that frequents or visits our premises (the people we work for, visitors, fellow employees and SDBs).
2. Employees shall be responsible and accountable for their actions while on duty. They shall willingly be open to hear what others have to say about their behaviour or commitment, especially the SDBs in-charge.
3. Employees shall carry out their responsibilities and duties in open view. They shall not carry them out behind closed doors, especially when minors are present unless they are accompanied by their relatives or an adult who represents them.
4. Employees shall inform to the SDB in-charge about their activities outside our premises while on duty.
5. Employees shall keep at all times the boundaries of the people they enter in touch with at work (the people we work for, fellow employees, visitors and SDBs).
6. Employees shall not use ambiguous words, gestures and actions in front of the people we work for, especially minors.
7. Employees shall not drink alcohol neither previous nor during their time of duty and at the activities the people we work for are involved, especially minors.
8. Employees shall not defame, discriminate or distribute obscene material by any means of communication.

9. Employees shall not phone, post, email, voice-mail, chat, publish or communicate by electronic means anything for personal gain, gambling, partisan politics or any other activity not related to their duties to the people we work for, especially minors and/or young people.
10. Employees shall not phone, post, email, voice-mail, chat, publish or communicate by electronic means anything of sexual content and/or views on human life and sexuality contrary to the Teaching of the Catholic Church.
11. Employees shall prevent any type of abuse and shall be watchful for any misconduct.
12. If they suspect that somebody is violating the boundaries of the people we work for or developing an unhealthy relationship with them especially if the one affected is a minor and/or young person, employees shall take the following actions:
 - a. They shall present their concern to the individual involved;
 - b. They shall report the matter to the Rector (or Local Superior) and the SDB in-charge.

B. GUIDELINES RELATED TO DUTIES

Relationship with the people we work for

1. Employees shall respect the boundaries and privacy of the people we work for.
2. Employees shall be accountable to parents, guardians and SDBs in-charge of minors and young people
3. Employees shall avoid being in any place where only one person is present, especially if the person is a minor.
4. Employees shall not provide nor allow to be provided any intoxicating substance (alcohol and/or drugs) to minors or young people.
5. Employees shall not show or participate in any entertainment that might be morally objectionable.
6. Employees shall teach the people we work for, especially minors and young people, the Teaching of the Catholic Church regarding human life and sexuality, if their duty asks them to do so.

Personal Meetings

7. If their duty asks them to do so, employees shall meet the people we work for, especially minors or young people, in a room with transparent windows and/or with a door slightly and with enough light (natural or otherwise).

Personal Behaviour

8. Employees shall not view, possess and/or show any sexually oriented materials (for example: posters, magazines, cards, videos, CD's, DVD's, internet, adult programs on TV, pornographic films, and the like).
9. Employees shall not speak to the people who work for and any person in a shaming, humiliating, derogatory, demeaning, harshly, threatening, intimidating, manner. They shall not tell jokes or held conversations of an explicit/suggestive sexual nature.

10. Employees shall not change clothes and/or shower with the people we work for, especially minors and females.
11. Employees shall shun any morally inappropriate conduct, sexual proposal or sexual contact with the people we work for, especially minor and young people.

Personal updating on Safe Environment Policies

12. Employees shall participate in a seminar on *Safe Environments* and on the *Code of Conduct* every year. New employees shall be introduced to the *Code of Conduct* the time they are employed.
13. Employees shall disclose to the Rector or Local Superior if they have emotional or affective problem when dealing with the people we work for, especially minors and/or young people.

C. ADDITIONAL NORMS

1. Employees shall make available to the SDB in-charge their personal moral record.

II. RESPONSE

Policy Regarding Responses to Morally Inappropriate Conduct of Employees

PREAMBLE

“The abuse [of minors] is by every standard wrong and rightly considered a crime by society; it is also an appalling sin in the eyes of God...”
(Blessed Pope John Paul II, *L'Osservatore Romano*, 24th April 2002, 17).

Christians are aware of the evil and destructiveness of harassment, exploitation, and sexual abuse of minors, young people and adults. Thus, we feel obliged to respond to any concern, complain or allegation of morally inappropriate conduct of a SDB and/or an employee. We want to respond in a way that is loving and compassionate to the victim, fair to the accused, and sensitive to the good of educative pastoral community.

A. SCOPE

1. These guidelines shall apply to all employees in the ZMB Vice-Province who has a case (alleged or proven) of morally inappropriate conduct.
2. Morally inappropriate conduct is not limited to sexual abuse, but includes all forms of abuse of minors, young people or adults (sexual harassment, molestation, assault and any misconduct).

B. REPORTING PROCEDURES

SDBs are usually the first ones contacted when a person suspects or feels that a morally inappropriate conduct has taken place. However, it can also happen that an employee is the contacted for such a thing. They can receive the concern, complain or allegation of a morally inappropriate conduct of a SDB or a fellow employee by any communication means (letter, e-

mail, SMS, MMS, telephone call or personal interview). They shall listen with compassion to the reported allegation; explain these procedures in such cases; and follow the reporting procedures.

1. If the alleged victim is a minor:
 - 1) The employee shall report the concern, complaint or allegation to the SDB in-charge upon receiving it.
 - 2) The SDB recipient of the concern, complain or allegation shall gather sufficient information to complete a preliminary report. The information shall include:
 - the alleged victim's particulars (name, age, physical address and phone number);
 - the alleged confrere's name;
 - the alleged morally inappropriate conduct's particulars (nature, type, dates and locations);
 - any additional relevant details of the case;
 - the reporting person's particulars (name and an ID number) and his signature confirming the authenticity of the report.
 - 3) If not the Rector of the Local Superior, the SDB shall report the concern, complaint or allegation to the Rector of Local Superior upon receiving it.
 - 4) If the accused is a SDB and the authorities were not contacted before, the Rector or the Local Superior shall report the allegation to the Provincial and follow the procedures state for the SDBs in this case.
 - 5) If the accused is a volunteer, the Rector or the Local Superior shall report the case to the civil authorities and to the organization they are coming from; inform them about the case and suspend them from their ministry as volunteers, pending civil investigations.
 - 6) If the accused is an employee, the Rector shall report the case to the civil authorities; inform them about the case and remove them from work, pending civil investigations.
 - 7) If the accused is a non-SDB foreigner, the Rector shall inform the appropriate diplomatic authority.
 - 8) If the accused is a non-SDB working at a diocesan institution, the Rector shall report the case to the appropriate diocesan authority.
2. If the victim is now an adult, the employee shall encourage the alleged victim, to inform the proper civil authorities about the case and inform the SDB in-charge.
3. If there is any concern, complain or allegation of a morally inappropriate conduct made confidentially, the Provincial, the Provincial Vicar or the Rector shall also investigate the case confidentially, unless otherwise required to disclose about the case by civil or ecclesiastical law.
4. If there is an anonymous, specific and verifiable concern, complain or allegation of a morally inappropriate conduct, the Provincial, the Provincial Vicar or the Rector shall investigate any anonymous to the extent that it is feasible based on identifiable information.

C. PROCESS AND RESOLUTION

1. During the process of investigation, the accused employee shall not contact the victim or their family.
2. During the investigation, all employees shall cooperate the civil authorities.
3. If an allegation has been deemed credible or has been substantiated, the Rector or Local Superior shall immediately terminate their contract without prejudice according to law.
4. If an allegation is deemed to be without merit or has not been substantiated, the Rector or Local Superior shall reinstate the employee in their duties, responsibilities, work and/or ministry; otherwise, the lawful benefits shall be duly released in the interest of justice. The Rector or Local Superior shall also coordinate appropriate process of reconciliation between the parties concerned when it is possible.
5. The Rector with the consent of the House Council shall have the final decision to reinstate or remove an employee.