To be signed by any individual proprietor or by a representative of any company, contractor, vendor or consultant representing employees who may come into contact with or work where minors are present on diocesan premises.

Diocese *of* Kansas City ~ St. Joseph

CERTIFICATION for Any Entity Providing Goods or Services to the Diocese of Kansas City – St. Joseph and Any of its Members

The Catholic Diocese of Kansas City-St. Joseph appreciates your willingness to share your gifts and skills with us. As part of our mission to provide a safe and secure environment for our parishioners, employees, students, teachers, and any others who may be on our premises or property, we require that all vendors, contractors and subcontractors who may potentially come into contact with or work where minors are present in any way on the premises of a Diocesan place of business provide certain information regarding their organization and employees, and certify that such information is correct. You must **read, sign and adhere to the Vendor/Contractor Code of Ethical Conduct**. Additionally, one representative from all contractors and vendors must complete and keep updated the following CERTIFICATION Form.

VENDOR/CONTRACTOR INFORMATION

Name of Company:

Type of Organization (corporation, partnership, limited liability company) and Place of Domicile

Last Name of Owner: First Name of Owner:

Phone: Email address:

Address: City, State, Zip:

Last Name of Person Completing this Form: (if different than Owner) First Name of Person Completing this Form:

Position/Title of Person Completing this Form:

Address (if different than above): City, State, Zip:

Phone: Email Address:

Which parish(es) or school(s) or Diocesan Institution(s) will the company be serving? Indicate name and location.

What services will the company be performing at said parish(es) or school(s) or Diocesan Institution(s)?

What will be the length of the project or work to be performed at said institution(s)? (Dates)

To be signed by any individual proprietor or by a representative of any company, contractor, vendor or consultant representing employees who may come into contact with or work where minors are present on diocesan premises.
How many times per week will the Company's employees be on the property of said institution(s)?

By signing this Certification Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Certification Form on behalf of the Company, and that this Certification Form is and shall be binding upon the Company.

_____ _____ _____

Print Name Signature Date

EMPLOYEE INFORMATION

Names and positions of all employees, agents, contractors or subcontractors of the Company who will be on the property of a Diocesan place of business who may potentially come into contact with or work near minors in any ways. Please attach a list of employees if you need more space.

Employee Name **Position** **Diocesan Location** **Name of Supervisor**

CERTIFICATION – Please read each statement and ***initial*** on the line to the left.

_____ I certify that all of the employees listed above have completed a background clearance check.

_____ I certify that none of the employees listed above is either awaiting trial or has ever been convicted or has ever admitted in open court or pursuant to a plea agreement to having committed any type of a violent crime against a person or a sexual offense requiring them to be placed on the sexual offender registry either in Missouri or in any other state.

_____ I certify that no employee of the Company or any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.

_____ I certify that all employees will observe the Catholic Diocese of Kansas City-St. Joseph rules and regulations while on the property of any parish, school or Diocesan place of business, and that all employees will conduct themselves in a professional manner and will exhibit the respect and good behavior that is required in the presence of children and in sacred places.

_____ I certify that I will update this form as any new employees are hired who may potentially come into contact or work near minors at a Diocesan school, church or place of business. I further certify that all statements and information contained in this compliance form are true and that any misrepresentation or omission is cause for rejection of the Company's permission to be on the property of the Diocese of Kansas City-St. Joseph, and that any misrepresentation or omission is cause for the termination and /or cancellation of any contract with said place of business.

_____ _____ _____

Print Name Signature Date

Diocese *of* Kansas City ~ St. Joseph

Code of Ethical Conduct for Any Entity Providing Goods or Services to the Diocese of Kansas City – St. Joseph and Any of its Members

All employees working for a company, contractor, vendor, consultant or any other entity providing goods or services in or to an entity (diocesan office, agency, school, student, client, employee or parish) of the Diocese of Kansas City-St. Joseph must respect the rights and inherent dignity of every person and will be held accountable for their behavior. The intent of this ***Code of Ethical Conduct*** is to provide a clear and unambiguous blueprint of appropriate and inappropriate behavior for all persons working in the institutions of the diocese, hereinafter referred to individually as "Contractor" regarding contact with children.

While this ***Code of Ethical Conduct*** is not exhaustive in the variety of situations specifically mentioned, all contractors working with minors must comply with the following obligations:

I will:

- Conduct myself in a professional manner at all times
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- Avoid any contact with minors at all times unless I have been specifically hired to conduct a program involving minors. If this is the case, I understand that I will be under the supervision of a staff member of the diocese
- Avoid situations where I am alone in a private location with children and/or youth
- Never accompany a minor into restrooms without another adult present unless circumstances make it absolutely unavoidable
- Refrain from giving gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator
- Report suspected abuse to The Missouri Child Abuse Hotline at 1.800.392.3738. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor

I will not:

- Smoke or use tobacco products in the presence of children and/or youth or on diocesan property
- Use, possess, or be under the influence of alcohol or illegal drugs while working on the diocesan property
- Use profanity in the presence of children and/or youth
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations)
- Touch a child and/or youth in a sexual or other inappropriate manner

I understand that any action inconsistent with this Code of Ethical Conduct or failure to take action mandated by this Code of Ethical Conduct may result in my removal as a contractor for the Diocese of Kansas City-St. Joseph.

I understand this promise to abide by this ***Code of Ethical Conduct.*** If for any reason I cannot abide by this ***Code of Ethical Conduct*** I will notify my supervisor.

Name of Contracting Company: _____ Date:_____

Printed name and Signature of Contracting Company Representative or Vendor / Independent Contractor;