



DIOCESE OF KANSAS CITY–ST. JOSEPH VENDOR/CONTRACTOR FORM

The Diocese of Kansas City-St. Joseph appreciates your willingness to share your goods, services, and skills with us. A core value of the Diocese is to provide a safe and secure environment for all parishioners, employees, volunteers, students, teachers, and any others on our diocesan premises or property. We require the completion of this form by all vendors, contractors, and subcontractors having occasional contact with minors on our property.

Name of Company _____

Type of Organization (Corporation, Partnership, Limited Liability Company)

Company Address (Street, City, State, Zip)

Owner Name _____ Owner Telephone _____

Owner Email _____

Name of Person Completing Form (If Not Owner) _____

Position/Title of Person Completing Form _____

Address, Telephone, Email (If Different Than Owner)

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

What services will the company be performing?

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

_____ I certify that all of our employees have completed a background clearance check and none of them are either awaiting trial or have ever been convicted or have 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 rules and regulations of the Diocese of Kansas City-St. Joseph 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 that all statements and information contained in this compliance form are true and I understand 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.

_____ I certify that all employees will abide by the Code of Conduct as explained below, while understanding that this Code is not exhaustive in the variety of situations mentioned.

Employees of Vendor/Contractor will:

- Conduct themselves 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 specifically hired to conduct a program involving minors.
- Never be alone in a private location with children and/or youth.
- Never accompany a minor into restrooms without another adult present.
- 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. Failure of a mandatory reporter subject to 210.115 RSMo to report suspected abuse to civil authorities is a misdemeanor.

Employees of Vendor/Contractor will not:

- Smoke or use tobacco products in the presence of children and/or youth 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 on diocesan property.
- 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.

Printed Name of Company Representative or Vendor: _____

Signature of Company Representative or Vendor: _____

Date of Signature: _____

Updated August 2020