

# NFCYM Vendor Code of Conduct

(excerpted from *Safeguarding God's Children: NFCYM Policies for Protecting Young People*)

As with any organization, NFCYM must on occasion rely on the expertise of outside companies to assist in providing services. These companies are not considered NFCYM personnel; they are, for the sake of these policies, called Vendors. Generally, Vendors are companies, organizations, or others hired where there is no employment relationship created by the agreement between NFCYM and the Vendor. NFCYM understands that like dioceses, Vendors are separate organizations with their own policies and procedures and NFCYM cannot compel their staffs to abide by NFCYM policies.

When entering into relationship with a Vendor, the NFCYM executive director in consultation with the supervising staff member will assess the contact, if any, that the Vendor will have directly with young people. If the Vendor will have little or no contact with young people, no additional action will be required. If it is determined that the Vendor will have *unsupervised*, direct and/or prolonged contact with young people, NFCYM will request a copy of the Vendor's sexual harassment or similar policies. NFCYM will review the Vendor's policies to determine if they address:

- Professional and ethical conduct, including personal responsibility to assure an environment safe from all forms of abuse, intimidation, and harassment.
- Procedures for reporting concerns about suspicious or inappropriate behavior to their supervisors and/or local authorities.

In the event that a Vendor does not have an articulated policy, or that the policy fails to adequately address the principles outlined above, NFCYM may incorporate all or part of the NFCYM Vendor Code of Conduct into its agreement with the Vendor.

## **NFCYM Vendor Code of Conduct**

As part of these policies for protecting young people, NFCYM adopts the following Vendor Code of Conduct to be included, in whole or in part, in agreements with Vendors whose own policies do not meet NFCYM standards named above and who will have *unsupervised* direct and/or prolonged contact with young people. Additional language may precede or follow.

In connection with any work for NFCYM, Vendor personnel will:

- Exhibit the highest ethical standards and personal integrity.
- Conduct themselves in a professional manner, free from all forms of physical, psychological, sexual, and emotional intimidation, harassment, and abuse.
- Avoid taking unfair advantage of any relationship for their own benefit.
- Share concerns about suspicious or inappropriate behavior with their supervisors.
- Report to local authorities any suspected abuse or neglect of a minor.
- Accept their personal responsibility to protect minors and adults from all forms of abuse.
- Limit their contact with NFCYM event participants to that which is appropriate to their role within that event.