



NEIGHBORHOOD
MINISTRIES

Neighborhood Ministries ORR Code of Conduct

ORR is committed to providing a safe environment to all UAC in its care, including protecting UAC from sexual abuse and sexual harassment. In order to ensure the safety of UAC, who are under the age of 18, care provider facility staff, contractors, and volunteers must comply with the following Code of Conduct. This code of conduct does not apply to foster parents, who are subject to State licensing requirements.

1. Staff will not engage in any form of sexual abuse or sexual harassment, as defined at Section 4.1 of ORR's UAC Policy Guide.
2. Staff will not verbally or physically abuse any unaccompanied alien child.
3. Staff will not engage in sexual contact with anyone while on duty or while acting in the official capacity of their position.
4. Staff will not exchange letters, gifts, pictures, phone numbers, e-mail addresses, or social media information with any UAC in ORR care or within three years of the child's discharge. Requests for exceptions must be submitted in writing to and approved by care provider management.
5. Staff may not have contact with any unaccompanied alien children outside of the care provider facility beyond that necessary to carry out job duties while the child is in ORR care or within three years of the child's discharge. Requests for exceptions must be submitted in writing to and approved by care provider management.
6. Staff must confine their relationships with UAC families and sponsors to those activities which fall within the scope of the staff's job duties. Requests for exceptions must be submitted in writing to and approved by care provider management.
7. Staff may not engage in a romantic or sexual relationship with a UAC while the child is in ORR care or within three years of the child's discharge.
8. Staff may not live with a UAC within three years of the child's discharge.
9. Staff must report knowledge, suspicion, or information about sexual abuse, sexual harassment, or inappropriate sexual behavior according to mandatory reporting laws, Federal laws and regulations, and ORR policies and procedures.
10. Staff with knowledge or information of a staff violating this Code of Conduct must report this knowledge or information to their supervisor.
11. Staff have a continuing affirmative duty to disclose any misconduct that occurs on or off duty.

Care provider facilities must immediately terminate any staff member who violates this Code of Conduct. Care provider facilities must suspend any staff member suspected of violating this Code of Conduct pending investigation.



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ACKNOWLEDGEMENT FORM

I have received and read a copy of Neighborhood Ministries ORR Code of Conduct. I understand that the policies and rules described in it are subject to change at the sole discretion of the Office of Refugee Resettlement at any time.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy in either paper form or have access to an electronic copy of the Neighborhood Ministries ORR Code of Conduct

Printed Name _____

Signature _____

Date _____