

**Diocese of Beaumont**

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

(For Lay/Religious Employees)

I acknowledge that I received a copy of the Diocese of Beaumont's ETHICAL AND RESPONSIBLE CONDUCT POLICIES (effective April 1, 2003 and revised 10-30-03). I understand that I am personally responsible for reading and abiding by these policies and the standards of behavior contained therein, including any revisions posted on the diocesan website ([www.dioceseofbmt.org/safeenvironment](http://www.dioceseofbmt.org/safeenvironment)). I am responsible for seeing that any persons under my supervision (e.g. parish/mission/ school employees and volunteers) also read and abide by these policies and standards of behavior.

I also understand that none of these policies or procedures alters my employment-at-will status or my contract status, nor do they create an employment contract or agreement. I acknowledge that violation of these policies will result in disciplinary action, up to and including termination of employment and/or ministry.

As indicated by my signature below, I agree to accept, endorse, and abide by these and all parish/school and diocesan policies, guidelines, and procedures.

Your Name (Print) \_\_\_\_\_

Parish/Entity/Ministry \_\_\_\_\_

City \_\_\_\_\_

Your Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Original:** Personnel File at Employing Entity  
**Copy:** Employee

(Rev. 1/04)

Diocese of Beaumont

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

(For Volunteers)

I acknowledge that I received a copy of the Diocese of Beaumont's ETHICAL AND RESPONSIBLE CONDUCT POLICIES (effective April 1, 2003 and revised 10-30-03). I understand that I am personally responsible for reading and abiding by these policies and the standards of behavior contained therein, including any revisions posted on the diocesan website ([www.dioceseofbmt.org/safeenvironment](http://www.dioceseofbmt.org/safeenvironment)). I also understand that none of these policies or procedures creates an employment contract or agreement.

I acknowledge that violation of these policies may result in termination of my volunteer service.

As indicated by my signature below, I agree to accept, endorse, and abide by these and other parish/school and diocesan policies, guidelines, and procedures that may apply to me as a volunteer.

Your Name (Print) \_\_\_\_\_

Parish/School/Entity Name \_\_\_\_\_

City \_\_\_\_\_

Your Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Original:** Parish/School/Diocesan files where volunteer serves

**Copy:** Volunteer

(Rev. 1/04)

Diocese of Beaumont

**ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

(For Clergy)

I acknowledge that I received a copy of the Diocese of Beaumont's ETHICAL AND RESPONSIBLE CONDUCT POLICIES (effective April 1, 2003 and revised 10-30-03). I understand that I am personally responsible for reading and abiding by these policies and the standards of behavior contained therein, including any revisions posted on the diocesan website ([www.dioceseofbmt.org/safeenvironment](http://www.dioceseofbmt.org/safeenvironment)). I am responsible for seeing that those under my supervision (e.g. parish/mission/school employees and volunteers) also read and abide by these policies and standards of behavior.

As indicated by my signature below, I agree to accept, endorse, and abide by these and all diocesan policies, guidelines, and procedures.

Your Name (Print) \_\_\_\_\_

Parish/Entity/Ministry \_\_\_\_\_

City \_\_\_\_\_

Your Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return Original to: Chancellor**

(Rev. 1/04)