



ARCHDIOCESE OF BOSTON  
66 BROOKS DRIVE  
BRAintree, MASSACHUSETTS 02184-3839

**TO:** Pastors/Administrators  
**FROM:** Jim DiFrancesco, Human Resources Director  
**DATE:** February 2023  
**RE:** Code of Conduct & Sexual Harassment Policy- Annual Distribution

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Last week we sent out the Sexual Harassment Policy for annual distribution we are including the Code of Conduct for Employees & Volunteers to this distribution as well.

Attached for copying and distribution are:  
The 2023 Corporation Sole Sexual Harassment Policy.  
The 2023 Code of Conduct- Employee and Volunteer

Please distribute a copy of the Code of Conduct & Sexual Harassment policy to **every staff member.**  
Please distribute a copy of the Code of Conduct- Volunteers to **all volunteers.**

Massachusetts law requires the distribution of this policy on an annual basis. Please remember that in the context of the Sexual Harassment Policy, "staff members" includes lay staff, clergy, religious and volunteers.

A copy of this Policy should also be posted in a conspicuous area of the workplace along with other required postings. Finally, the Policy should be given to all new staff members who join the staff after this distribution.

Please contact me at (617) 746-5829 if you have any questions regarding the policy.  
Thank you for your help with this.

Enclosures:

- [Sexual Harassment Policy 2023-English](#)
- [Sexual Harassment Policy 2023-Spanish](#)
- [Sexual Harassment Policy 2023-Portuguese](#)
- [Sexual Harassment Policy 2023-French](#)
- [Code of Conduct- Employee Policy 2023-English](#)
- [Code of Conduct- Employee Policy 2023-Spanish](#)
- [Code of Conduct- Employee Policy 2023-Portuguese](#)
- [Code of Conduct- Employee Policy 2023-French](#)
- [Code of Conduct- Volunteer Policy 2023-English](#)
- [Code of Conduct- Volunteer Policy 2023-Spanish](#)
- [Code of Conduct- Volunteer Policy 2023-Portuguese](#)
- [Code of Conduct- Volunteer Policy 2023-French](#)