

SECTION 2 - POLICY APPLICATION

2.1 This policy is to be distributed to all personnel listed in Section 1.5 of this document. All such personnel shall sign the *Acknowledgment of Receipt of Policy* form confirming receipt, understanding, and acceptance of this policy before engaging in any work or ministry on behalf of the diocese.

2.2 All personnel as described in Section 1.5 in this policy are to give the signed *Acknowledgment of Receipt of Policy* form to the person responsible for the maintenance of their personnel file. Volunteers shall give a copy of the signed receipts to their supervisor. A copy of the signed receipt is to be kept on file at the parish or school or institution, whichever is applicable.