**Sample Customized Individual Email Communication**

As of July 1, 2022, the Archdiocese updated its Code of Conduct with some important changes which requires all employees and volunteers to submit a new signature by August 15, 2022.

The new code can be found in English and Spanish at [Child, Youth and Adult Safety Resource Center - archden.org](https://archden.org/protection/child-safety-resource-center/).

**In order to review the new Code of Conduct and to sign it electronically, please log into the account set for you in VIRTUS.**

The VIRTUS website is: [www.virtus.org](http://scanmail.trustwave.com/?c=22645&d=iLnF4nDGwx6fygwIFsIcUqjXL4rgr9L8mfgWyLqXvg&s=712&u=http%3a%2f%2fwww%2evirtus%2eorg). Log-in as an existing user with the following:

User ID: [INSERT USER ID HERE]

Password: [INSERT TEMPORARY PASSWORD YOU SET HERE]

**OR**

The VIRTUS website is: [www.virtus.org](http://scanmail.trustwave.com/?c=22645&d=iLnF4nDGwx6fygwIFsIcUqjXL4rgr9L8mfgWyLqXvg&s=712&u=http%3a%2f%2fwww%2evirtus%2eorg)

Your username to log in to the VIRTUS platform is: [INSERT USER ID HERE]

You can use this User ID to reset your password by going to [www.VIRTUS.org](http://www.VIRTUS.org) and clicking on “Need Login Help.”

Once logged in you will be presented with the Code of Conduct which can review online or download.

After signing the Code, you will have access to your VIRTUS account and your Safe Environment compliance requirements as well as other resources on child and vulnerable adult safety.

Please review the ENTIRE document and take note of all the changes which are listed on page 2. The significant changes of note are:

* Pages 16-17 - There are 6 disqualifying offenses that will prevent someone from being either a paid employee or a volunteer with minors and an appeal process, when special circumstances might warrant an exception.
* Pg 27 - The Social Media has been updated and expanded to include more specific language.

Thank you again for all you do to help [INSERT LOCATION NAME]. If you have any questions, please contact [CONTACT]