POLICY: EMPLOYEE ETHICAL CONDUCT

It is Catholic Charities Inc. policy that all employees are to continuously conduct themselves in an ethical manner in order to preserve public trust and confidence.

PROCEDURE:

1. Catholic Charities employees are required to read, understand, and sign at time of new employee orientation, the agency Code of Conduct, contained in the Employee Handbook. Employees must also abide by the Ethical Standards for Church Personnel published by the Catholic Diocese of Wichita.

    Employees are required to abide by these ethical codes of conduct at all times.

2. Catholic Charities requires employees to know and follow the codes of ethics of their respective professions. These specific professional Codes of Ethics are located in the Program Policy Manual.

3. Catholic Charities prohibits making or accepting financial payments and/or any other forms of compensation or incentive (e.g. gift cards, meals) in exchange for referrals of clients to other providers or in exchange for accepting clients for our agency services.

4. Catholic Charities prohibits directing referrals or applicants or persons served by the agency in any capacity, to a private practice in which employees, consultants, or immediate family members of employees or consultants are engaged.

5. Catholic Charities governs reassignment of clients when an employee leaves the organization for private practice. Program policies define specific procedures for making referrals to private practitioners.

6. Catholic Charities maintains policies and procedures to determine the ethical and professional responsibility to provide services when a client's third-party insurance payments end. These procedures are found in the specific program's policies.

7. Should employees witness or become aware of violation of this policy by any other employee, they are to follow the agency Whistleblower policy (01.080.01) immediately.