



**POLICY: EMPLOYEE CODE OF CONDUCT**

**POLICY:**

It is Catholic Charities Inc.'s belief in responsible social and ethical behavior from all employees in order to preserve public trust and confidence. This policy clarifies the standards of behavior that is expected of all employees

- Employees will treat all people with respect and dignity.
- Employees will promote good stewardship of the resources of Catholic Charities by making responsible, prudent decisions and maximize the benefit of these resources to the people we serve. Including, but not limited to, time management, excessive purchases, excessive mileage, etc.
- Employees will adhere to high ethical standards by avoiding conduct that discredits Catholic Charities, disrupts operations or coworkers, or is offensive to clients, coworkers or the board of directors of the agency. This includes conduct that may viewed on social media (e.g. Facebook, Twitter, etc.).
- Employees will have no direct or indirect interest in the assets, leases, business transactions or professional services of Catholic Charities except in the course of their employment.
- Employees will not receive honoraria, preferential treatment in application for and receipt of agency services or receipt of any client referral fees.
- Employees will not conduct private practice or the business of secondary employment on agency premises or on time for which they are compensated as an agency employee.
- Employees shall maintain only professional, business relationships with clients of the agency.
- All communication within Catholic Charities and to outside agencies will be truthful.
- Employees shall first inform the Program Director or Department Director who will consult with Human Resources and or the Executive Director, prior to pursuing any secondary employment outside of Catholic Charities that may be construed as competitive and/or as posing a conflict of interest with my primary employment.
- Employees will keep office space free of any client related paperwork when they are away from their workstation/desk or office. Leaving client information on their computer screen, any electronic device (IPAD, cell phone, etc.), desk or any other work space will be a violation of the agency privacy policies and practices, which may result in termination of employment.



- Employees will abide by the agency HIPAA Privacy Practices ensuring confidentiality of all agency information at all times. All client-related information will be maintained in locked desks or file cabinets when unattended.
- Employees will not discuss client related or agency related business in public under any circumstance.
- If employees encounter a current or past client of Catholic Charities outside of any agency setting, employees will make no attempt to contact the client. If the client approaches the employee, the employee may acknowledge him/her, but may not engage in any discussion of agency business or services that were/are being provided to the client.
- Employees will report any activity they believe is in violation of the law, ethical standards, or Catholic Charities policies, to include any management override of internal controls.
- Employees will not sleep while on duty, unless their shift is 24 continuous hours or more. Then sleeping time can be scheduled from direction of their supervisor.