

Catholic Charities Code of Ethical Standards of Conduct

The values of Catholic Charities underpin its Code of Ethical Standards of Conduct. Catholic Charities adheres to and supports the following fundamental values in the process of carrying out its mission:

- * Commitment to the moral and ethical standards of the Roman Catholic Church, its doctrines, and teachings.
- * Commitment to the service of the poor and those in need.
- * Commitment to adhere to all applicable legal and regulatory requirements.
- * Recognition of the inherent worth and dignity of every individual.
- * Commitment to the Principles of Catholic Social Justice.
- * Commitment to transparency, integrity, and honesty in its relationship with clients, suppliers, and employees, and in its business operations.
- * Commitment to responsible stewardship of agency resources and funds raised to support its programs and initiatives.
- * Commitment to maintaining the trust and confidence of its clients and benefactors.

Ethical Standards of Conduct

In advancing the foregoing values, Catholic Charities strives to serve the poor and those in need and thereby seeks to ensure safe and efficient business operations, compliance with public and ecclesial laws, and an environment that promotes the well-being and rights of employees and volunteers committed to its mission. Employees and volunteers are expected to accept certain responsibilities, adhere to acceptable business practices, and exhibit a high degree of personal integrity at all times while conducting agency business. This not only involves respect for the rights and feelings of others, but also demands that employees and volunteers refrain from behavior that may be harmful to themselves, their colleagues, and/or to Catholic Charities.

- I. **STANDARDS OF BEHAVIOR.** Individuals engaged in the work of Catholic Charities are expected to conduct themselves in a manner consistent with the moral and ethical standards of the Roman Catholic Church and its laws and doctrines. Engaging in conduct that negatively affects the ability of Catholic Charities to conduct its operations properly and effectively or conveys the agency in a poor light is prohibited. This would include, but not be limited to, advocating the rejection of official Church laws, doctrines, or teachings.

Physical or verbal conduct by an employee, volunteer, or third party under the control of the agency while performing agency business – during or outside standard agency work hours, on or off premises – that does not demonstrate respect for individual human dignity or respect for personal boundaries is prohibited.

- II. **BOARD GOVERNANCE.** Catholic Charities' governing body is a fiduciary Board of Directors composed of individuals with the requisite skills and experience to oversee the operation and strategic direction of the agency and its finances, programs, employees, and operational policies. The CCDA Conflict of Interest Policy applies to the Board of Directors. In addition, the Board hires, reviews the performance of, and compensates the President and CEO. The Board ensures that the organization conducts all transactions with integrity and honesty, ensures effective working relationships with volunteers and employees, and ensures all policies are in writing, adopted by the Board, and effectively communicated. In addition,

the Board ensures that the resources and finances of the agency are prudently managed and engages in fundraising initiatives to support the programs of the agency.

- III. LEGAL AND REGULATOROY COMPLIANCE. Covered Individuals are responsible for being knowledgeable about and adhering to local, state, and federal laws and regulations applicable to the agency, including but not limited to HIPPA, OSHA, Title VII of the Civil Rights Act, ADA, ADEA, and other similar statutes.
- IV. CONFLICT OF INTEREST. In addition to members of the Board, all other Covered Individuals are required to comply with the Conflict of Interest Policy of the agency.
- V. ACCOUNTING RECORDS, BOOKS, AND RESPONSIBLE STEWARDSHIP. All financial reports of the agency must be factually accurate and complete in all material respects and must rely upon effective accounting systems, internal financial controls, competent staff, and effective external audit and Board oversight.

Agency contracts, reports and records must be accurate and complete and represent the transactions and subjects covered, and are not to be altered or falsified to misrepresent the subjects, transactions, or their value.

Acts of dishonesty, fraud, misappropriation, or embezzlement of agency property or resources as well as the falsification of any statement or information on an internal or external agency document is prohibited.

Employees and volunteers must notify their direct supervisor of any arrest, pending conviction, or plea agreement relating to a felony, sexual harassment, child or spousal abuse, fraud, drugs, weapons or violence within two (2) business days of such event. Note: An arrest, by itself, is not grounds for discipline.

- VI. CONFIDENTIAL INFORMATION AND AGENCY PROPERTY. Non-public Confidential Information of the agency, *e.g.*, financial, employee, and client records, should only be used for legitimate business purposes and such information, along with confidential information of third parties, must not be disclosed, misappropriated, or misused. Confidential Information includes trade secrets and other intellectual property. Unauthorized use, removal, destruction, or defacing of agency property, systems, materials, and equipment is prohibited.
- VII. VIOLATION OF AGENCY POLICIES. Covered Individuals must adhere to established agency policies including but not limited to those involving Protection of Confidential or Sensitive Information, Substance Abuse (Drugs and Alcohol), Prevention of Child Abuse and Sexual Misconduct, Unlawful Harassment, Equal Employment Opportunity, Workplace Violence Prevention, Social Media, Workplace Bullying, Acceptable Use of Communications Assets, Electronic Equipment and Software, Gifts and Entertainment, and Fraud.
- VIII. WILLFUL AND MATERIALLY FALSE STATEMENTS, OMISSIONS, AND FAILURE TO COOPERATE. Willfully providing false statements or information (i) to supervisors, officers, or public authorities; (ii) to management regarding qualifications for employment; (iii) in the context of an investigation of violations of this Code or alleged misconduct; or (iv) failing or refusing

to cooperate in such an investigation is prohibited. The falsification of credentials, licenses, or certifications relating to employment or performing work without or beyond the scope of the appropriate license or certification is prohibited.

Coverage of the Code of Ethical Standards of Conduct

The Code of Ethical Standards of Conduct of Catholic Charities shall apply to members of the Board of Directors, employees, volunteers, and third parties operating under the control of the agency ("Covered Individuals").

Reporting Actual or Suspected Violations of the Code of Ethical Standards of Conduct

Covered individuals should report suspected or actual violations of this Code using the agency's whistleblower policy and the EthicsPoint system designed to deal directly with these matters on a confidential and constructive basis.