



# Catholic Employer Expectations

[ Owner: Office of Human Resources ]

It is the policy of the Diocese to maintain a working environment that is professional, demonstrates our Catholic identity and fosters mutual respect for all employees, those that we serve and visitors.

All employees, regardless of their ministry or role, represent our Diocese and the Catholic Church. It is important for employees to understand the behavior expected of them as an employee of a religious employer. This Manual identifies the rules and respective responsibilities of the Diocese and its employees regarding conduct and the working environment. Cooperation with these rules and responsibilities is expected and required for all Diocesan employees. Failure to follow established rules and responsibilities results in the potential for scandal and confusion for those we serve in the Diocese and the Catholic Church and may lead to disciplinary action up to and including termination of employment.

Although it is impossible to define every responsibility or expected standard of conduct, the following will assist you in understanding the behavior expected of you as an employee of the Diocese. You are expected to:

- Conduct yourself in a moral and ethical manner consistent with Catholic principles.
- Exhibit the highest ethical standards and personal integrity in all Diocesan matters.
- Treat your co-workers, supervisor, volunteers and others with dignity and mutual respect.
- \*Exercise just treatment of employees and volunteers and ensure that administrative and personnel decisions meet legal obligations and reflect Catholic teachings.
- Fully support and meet all requirements of the Diocesan Office of Child and Youth Protection Policies and Procedures.
- Exercise responsible stewardship of all Diocesan resources, including efficient and productive use of work time.