

Standards of Conduct

[*Owner: Office of Human Resources*]

In addition to the policies explained elsewhere in this Manual, the following performance deficiencies and inappropriate conduct are unacceptable and will result in disciplinary action, up to and including termination of employment:

- Conduct contrary to or detrimental to the religious or professional character of the Diocese and its offices or its policies or which could cause scandal for the Catholic Church.
- Conduct inconsistent with the faith, morals and teachings of the Roman Catholic Church.
- Acts of unjust discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, genetic information or any other prohibited basis and all forms of prohibited harassment.
- Breach of professional ethics, dishonesty, or failing or refusing to participate in and give factual testimony in work-related investigations.
- Theft or misappropriation of property or funds belonging to the Diocese, employees or clients.
- Falsification of records, reports, documents, and time and/or payroll records.
- Unauthorized disclosure of confidential information.
- Misconduct on the job, and disruptive or non-cooperative conduct.
- Insubordination or intimidation.
- Unsatisfactory work performance.
- Excessive absenteeism or tardiness.
- Excessive non-productive use of work time, such as personal calls, emails, internet usage, texting, visiting, etc.
- Interfering with, obstructing or otherwise hindering the production or work performance of another employee.
- Conflicts of interest, such as selling products or services to the Diocese or conducting personal business using Diocesan equipment or on Diocesan time without expressed authorization.
- Unauthorized possession, distribution, or use of alcohol or any illegal drug or narcotic, reporting to work or working under the influence of alcohol, unauthorized prescription drugs, or any illegal drug or narcotic.
- Violation of safety rules.
- Bringing, possessing or using weapons on the premises.

This list is not meant to be exhaustive. The above standards do not in any way restrict the right the Diocese may otherwise have to terminate employment.