**Title**: **4230 Standards of Conduct**

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|  | **4230 Standards of Conduct**  **4230.1 Work Site Courtesy**  The Diocese of Altoona-Johnstown and its locations are committed to the highest standards of moral, ethical, and professional conduct by those who serve and minister. All employees are expected to act in professional, dignified, and Christian manner. Courtesy, consideration, respect, and cooperation are essential for effective program operations, quality care, and service, Employees are asked to supportively recognize the worth and dignity of every person with who they come in contact. Repeated and willful unacceptable conduct or behavior, may result in corrective action, up to, and including termination.  **4230.2 Sexual Misconduct with Minors and Adults**  The Diocese of Altoona-Johnstown and its locations will not tolerate sexual misconduct, abuse, or neglect of anyone. The Diocese, in accordance with the teachings of the Roman Catholic Church, is committed to the safety and well-being of its children and vulnerable persons, expects all its employees to live moral lives, respecting in all ways the sanctity of every human being. Sexual misconduct abuses the power and authority of the pastoral and educational role of those who work for the people of God and serve them. Sexual misconduct I contrary to the Christian moral and the moral structures of many other religious belief systems and societal standards, and often violates civil law.  Under the Safe Environment Program of the Diocese of Altoona-Johnstown, the Diocese shall:   * Establish and enforce policies and codes of conduct for the protection of youth and vulnerable person. * Comply with all applicable civil and canon laws and cooperate with civil authorities. * Screen, train, and monitor, all diocesan personnel who are in contact with youth and vulnerable persons. * Supervise youth and vulnerable persons who participate in diocesan programs and activities. * Manage the use of technology that is under the control of the Diocese. * Maintain safe and secure facilities that are under the control of the Diocese. * Investigate and resolve concerns, complains and allegations regarding risks to persons. * Establish leadership, oversight, and auditing for the Safe Environment Program.   **Any violation of the provisions and requirements of the Safe Environment Program will be subject to corrective action up to and including termination.**  Employees may contact the Children and Youth Protection office to obtain a copy of the Diocesan Safe Environment Policy.  **4230.3 Workplace Bullying Policy**  **Purpose:** The purpose of this policy to communicate to all employees that the Diocese of Altoona-Johnstown and its locations will not, in any instance, tolerate bullying behavior. Employees found to be in violation of this policy will be disciplined up to and including termination.  Definition: The Diocese defines bullying as repeated, health-harming mistreatment of or more people by one or more perpetrators. It is abusive conduct that includes:   * Threatening, humiliating, or intimidating behaviors. * Work interference or sabotage that disrupts of prevents work. * Verbal, mental, or physical abuse.   Such behavior violates the Diocese of Altoona-Johnstown’s intent that all employees will be treated with dignity and respect.  The Diocese of Altoona-Johnstown considers the following types of behavior examples of bullying:   * Verbal bullying: Slandering or ridiculing a person or his or her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks. * Physical bullying: Pushing, shoving, kicking, poking, tripping, assault threat of physical assault, damage to a person’s work area or property. * Gesture bullying: Non-verbal gestures that convey threatening messages. * Exclusion: Socially or physically excluding or disregarding a person in work-related activities.   In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:   * Shouting at an individual in public or private. * Using obscene or intimidating gestures. * Not allowing the person to speak or express himself or herself. * Personal insults and use of offensive nicknames. * Public humiliation in any form. * Constant criticism on matters related to the person’s job performance or description. * Public reprimands. * Repeatedly accusing someone of errors that cannot be documented. * Deliberately interfering with mail and other communications. * Spreading rumors and gossip regarding individuals. * Encouraging others to disregard a supervisor’s instructions. * Manipulating the ability of someone to do their work (overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions. * Assigning menial tasks not in keeping with the normal responsibilities of the job. * Taking credit for another person’s ideas. * Refusing reasonable requests for leave in the absence of work-related reasons. * Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings. * Unwanted physical contact, physical abuse, or threats of abuse to an individual or individual’s property (defacing property).   Individual who feel they have experience bullying should report this to their supervisor or to the Director of Human resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the Diocese of Altoona-Johnstown to take appropriate action.  **4230.4 Attendance, Punctuality, and Dependability.**  It is important to remember that excessive absenteeism, tardiness, and/or leaving early causes other employees within the workplace to have to bear the burden of filling in for the absent employee. To enhance the productivity of fellow employees as well as to fulfill the needs of the public we serve, any employee who will be absent from work or significantly late arriving or must leave early is required t notify his/her director, supervisor, or pastor. Failure to provide such notice or an excessive number of absences, late arrivals, or early departures, may result in corrective action up to and including termination. Continued absence without notice or explanation for three (3) working days may be considered a voluntary resignation by the employee. Anyone absent for three (3) consecutive work days must submit a release from their doctor.  Employees must notify their director, supervisor, or pastor as soon as possible and not later than one half (1/2) hour before the scheduled starting time if he/she will be absent or significantly late.  When reporting an absence, employees are required to give the probable duration of the absence, the reason, the estimate day or time of return to work and if FML is applicable. If a prolonged absence is anticipated, the employee must contact Human Resources to discuss an applicable leave of absence.  **4230.5 Solicitations and Distribution of Literature**  Active solicitation of funds and distribution of literature by employees during work hours is strongly discourages. Passive solicitation and distribution of literature, such as placement of bulletin boards, may be allowed with management approval in advance. Under no circumstances will non-employees be permitted to solicit or to distribute literature for any purpose on workplace property.  **4230.6 Conflict of Interest, Gifts and Stipends**  Employees are expected to use good judgement, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict of interest. Except for gifts of nominal value, employees will not accept personal gifts, services, travel, or entertainment from anyone with who the employer does or is seeking to do business. To do otherwise may be perceived by others to affect their judgement or actions in the performance of their duties. As this guidelines is not comprehensive, employees are encouraged to seek guidance from the Director of Human Resources.  **4230.7 Outside Employment**  To avoid conflicts of interest and to prevent interference with the employee’s position responsibilities, employees are expected to not engage with outside employment without the discussion with their director, supervisor, or pastor. However, employees may engage in income-generating activities/hobbies outside of work hours as long as it does not interfere with the employee’s responsibilities or conflict with the teachings of the Roman Catholic Church.  **4230.8 Visitors in the Workplace**  To provide for the safety and security of employees and to avoid potential distractions and disturbances, only authorized visitors are allowed in the workplace. The presence of children, family members, and friends of employees should be brief and infrequent. Employees are responsible for the conduct and safety of their visitors. Children are not to be in workplace in place of Day Care.  **4230.9 Employer-Owned Vehicle Usage**  Personally assigned employer-owned vehicles should be driven home by employees for the sole purpose of garaging and safekeeping of the vehicles. Except with the prior management approval, personal use of the vehicles by employees is prohibited. Payment of any citations issued to an employee driving or in possession of an employer-owned is the sole responsibility of the employee. Failure to pay tickets prior to notification of the workplace by law enforcement agencies and any other abuse of this policy may result in corrective action up to and including termination for the employee driver.  **4230.10 Personal Vehicles**  Employees who use their personal vehicles while transacting employer business must comply with Pennsylvania law regarding proof of insurance. If an employee has an accident in his/her personal vehicle while on employer business, the accident must be reported to the director, supervisor, or pastor. Mileage reimbursement provided to the employee for use in conducting business is intended to cover gasoline, insurance, and normal wear and tear of the vehicle. |