
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.1 Code of Employee Responsibility

Standards of conduct are established to help employees understand what is expected of them in terms of performance and behavior.

Procedures:

All Diocese of Phoenix employees are expected to observe this code.

1. Acknowledge and demonstrate both personal and professional respect for both fellow employees and those we serve.
2. Recognize the personal and professional values of others.
3. Demonstrate respect for others, regardless of age, gender, ethnicity, religious, moral, or political beliefs.
4. Accept responsibility and accountability for one's own actions, verbal and written communications and interactions with fellow employees and those we serve.
5. Acknowledge that conflicts between individuals may occur, and demonstrate responsibility for resolving these conflicts while maintaining respect for all individuals involved regardless of the outcome.
6. Acknowledge personal privacy in the communication of personal or professional information.
7. Maintain the highest ethical standards in interactions with employees, volunteers and those who we serve.
8. Conduct oneself in a moral and ethical manner consistent with Catholic principles.

The following behaviors are prohibited under the Code of Employee Responsibility:

1. Violence or threat(s) of violence.
2. Immoral or unethical conduct on the work premises or off the premises if the conduct has an adverse impact on the church.
3. Misrepresenting facts in obtaining employment, falsifying reports or records, including timecards, or falsely claiming injury.
4. Harassment, sexual or otherwise, that has the effect of creating a hostile or offensive work environment and is in violation of the Diocese of Phoenix Harassment Policy and/or Policy and Procedures for the Protection of Minors.
5. Unauthorized use of alcoholic beverages on the employer's property or reporting for work while under the influence of alcohol.
6. The possession, sale or use of a controlled substance other than a drug prescribed by a doctor or reporting for work under the influence of a controlled substance.
7. Theft, misuse or intentional waste of the employer's or another employee's property.
8. Insubordination.
9. Repeated poor, inadequate, or unsatisfactory job performance.

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- 10. Excessive or habitual absenteeism or tardiness.
- 11. Sleeping during work hours.

Disciplinary action as a result of violating the above will be based upon the seriousness of the situation and may include, but is not limited to, a verbal warning, written warning, suspension, or termination of employment. Supervisors should be aware of initial signs of potentially problematic behavior and take every effort to communicate concerns to an employee (verbally first, and if the behavior continues, in writing). Employees are encouraged to discuss problematic situations with supervisors, after attempting to independently resolve the difficulty.

See links: [Employee Relations Policy](#); [Harassment Policy](#)

Approved by Bishop Thomas J. Olmsted on October 27, 2006