

Code of Ethics & Accountability

Policy No. 117

Policy Statement: By virtue of doing ministry and serving in the Church, clergy and employees of the Archdiocese have a responsibility to God and to each other and must uphold the inherent dignity of every person in all their relationships.

Clergy and employees are required to make a public statement and commitment to one another and those they serve by signing the Code of Ethics & Accountability as a condition of employment.

Intent of the policy: To establish a set of professional standards for all clergy and employees as they carry out their responsibilities in ministry and service.

- Procedure:**
- a) Clergy and employees will be given an original copy of the Code of Ethics & Accountability upon employment. (See Appendix 117A)
 - b) Clergy and employees will read the Code and be aware of the responsibilities that accompany their work. They must be aware that their public and private conduct can inspire others but may unfortunately also lead to scandal and, therefore, undermine the faith of the people.
 - c) The signed original copy of the Code of Ethics will be kept at the appropriate corresponding office of employment:
 - Office of the Archbishop (clergy)
 - Human Resources Office (archdiocesan employees)
 - Parish Office (parish employees)
 - Institution Office (institution employees, e.g., Cemeteries, etc)
 - d) A photocopy is to be kept by the signatory.
 - e) A review of the Code at staff meetings is encouraged to ensure it is a lived document.

Exception: Volunteers sign a similar document, the ‘Covenant of Care.’

Refer to Appendix:
117A Code of Ethics & Accountability

Refer to Policy:
No. 355 Safe Environments And Abuse Prevention