

Appendix III

Code of Ethics

Acknowledgment Form

- ❖ Diocesan personnel (all clergy, religious, lay volunteers and employees) will strive to exhibit the highest Christian ethical standards and personal integrity in their day-to-day work and personal lives, supporting the teachings, discipline and traditions of the Catholic Church.
- ❖ Diocesan personnel shall strive to conduct themselves in a professional and respectful manner in both Church and work environments avoiding any flagrant or public misconduct.
- ❖ **It is the policy of the Catholic Diocese of Gallup that any sexual, physical, or emotional abuse of any person is not acceptable and will not be tolerated, especially minors and vulnerable adults.**
- ❖ Diocesan personnel will not neglect a minor or vulnerable adult who is in their care.
- ❖ Concerns about inappropriate or questionable behaviors and circumstances involving minors will be reported to the program supervisor, pastor or principal.
- ❖ In accordance with the law of the State of Arizona, State of New Mexico or Federal Law and policies of the Diocese of Gallup, any suspected abuse or neglect of a minor will be reported immediately. The Office of Safe Environment is available for clarification when in doubt of policy or procedure
- ❖ Diocesan personnel will not possess or distribute pornographic images by any type of media and will report pornographic images of minors as abuse.
- ❖ Diocesan personnel will provide a professional work environment that is free from physical, psychological, sexual, written or verbal abuse or harassment and will avoid any discrimination based on age, race color, sex, disability, national origin or veteran status.
- ❖ Diocesan personnel will respect the integrity of all individuals and protect the confidentiality and privacy of all information to which they have access.
- ❖ Diocesan personnel will not take unfair advantage of a supervisory or pastoral relationship for their own benefit.
- ❖ Personnel involved in counseling will maintain an appropriate professional environment so as to avoid any setting for misconduct or the appearance thereof. Counselors will take care to function within the scope of their training and credentials
- ❖ Diocesan personnel will conduct financial affairs with diligence to adhere to Diocese policies to make certain that all activities meet the tests of integrity and transparency. Diocesan property will be protected.
- ❖ All personnel will be alert to conflicts of interest with outside activity so as to avoid compromises in management or appearance of inappropriate influence. Potential conflicts will be reported to supervisors.
- ❖ Diocesan personnel will use social media and social networking with appropriate care to avoid any appearance to represent the diocese in personal communication and to maintain appropriate interactions. Communications must be free of any harassment or discriminatory language or anything that would reflect negatively upon the Diocese.
- ❖ All personnel will exercise caution in any communication with a minor via electronic media. All such communication must be open to parents and supervisors. Sharing of any minor's information may not be done without parental consent.
- ❖ Diocesan personnel will maintain proper security procedures to protect the network from unwelcome intrusion and compromise.
- ❖ Diocesan personnel will share concerns about inappropriate behavior (not involving minors) with their pastor/parish coordinator, their administrator, or in cases where the behavior directly involves these people, with the Chancellor.

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This document is a compendium of the essential ethical and practical guidance that crosses multiple different ministries, duties and disciplines within the Diocese and its functions. Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current policies of the Diocese. The major policies that guide the function and ethical performance of duties for all Diocesan personnel are as follows:

- Diocese of Gallup Policy and Procedure Manual***
- Diocese of Gallup Policy and Procedures for the Protection of Minors.***
- Social Media Policy for the Diocese of Gallup***
- Finance Directives and Finance Council Norms for Parishes and Organizations in the Diocese of Gallup***
- Conflict of Interest Policy for the Diocese of Gallup***
- Office of Catholic Schools Administrative Handbook***

By signing this I am stating that I have received a copy of the *Code of Ethics (Acknowledgement Form)*, I have read it, and understand it, and I agree to abide by it. I also am aware of the major Diocesan policies and my obligation to read and abide by any of the guidance in those documents which applies to my duties in my work and interaction with Diocese of Gallup and its personnel. I am aware that all of these policies are available on the Diocesan Webpage and I may obtain printed copies by request.

A violation of this *Code of Ethics* can result in disciplinary action up to and including removal from serving in programs and/or termination of employment. It may also result in a release of information to law enforcement officials, the church community and the public media. No right of privacy may be assumed in this circumstance.

Acknowledgment:

I have potential conflicts of interest with my Diocesan duties: (Please check)

NO

YES (please list on the lines below your signature.)

Please check one:

- | | | | |
|-------------------------------------|---|--|-----------------------------------|
| <input type="checkbox"/> Priest | <input type="checkbox"/> Deacon | <input type="checkbox"/> Religious Brother | <input type="checkbox"/> Employee |
| <input type="checkbox"/> Seminarian | <input type="checkbox"/> Deacon Candidate | <input type="checkbox"/> Religious Sister | |
| <input type="checkbox"/> Volunteer | | | |

Date	Printed Last Name	Printed First Name	Signature
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Potential Conflicts of Interest: (Please specify any perceived conflict to include membership on nonprofit and for-profit boards (and your spouse), any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder and the name of your employer and any businesses you or a family member own.)

_____ (use a separate page if needed)

To be kept on file at the Chancery for all Clergy of the Diocese, and employees of the Chancery plus other religious members who do not have an organization office in the Diocese. All others to be kept on file in local parish, mission, school or other agency.