



## **CATHOLIC DIOCESE OF RICHMOND**

### **Code of Ethics**

Employees must adhere to the highest ethical and legal standards, consistent with Catholic teaching and the policies of the Catholic Diocese of Richmond. It is the responsibility of every employee to be honest and forthright in all individual and organizational business practices and to comply with all laws and regulations that govern diocesan actions. Employees are to be courteous and respectful of others and conduct oneself in a moral and ethical manner consistent with commonly accepted norms of the Catholic Church.

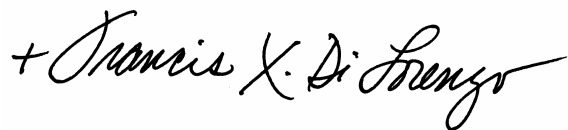
The Catholic Diocese of Richmond has established the following principles to ensure that an harmonious environment exists for all employees within the Chancery, Tribunal, Catholic Virginian, parishes, schools, agencies, and missions. Compliance with these principles is expected.

- 1. In all Diocesan policies, procedures and practices, employees are to be faithful to Biblical values, the social teaching of the Catholic Church, and the code of Canon Law.**
- 2. Employee behavior must be in agreement with the moral and ethical standards of the Church**, including, but not limited to the sanctity and dignity of human life, the value and integrity of the human person, and the value of people's social relationships to one another and the community. Prohibited misconduct includes, but is not limited to, any offenses against commonly accepted norms of social behavior and/or the dignity of marriage, and the teaching/advocating the rejection of Church laws or doctrines.
- 3. Situations must be avoided when potential conflicts of interest between the employee's interest and the interest of the Diocese may exist.** Activities and relations with others should be conducted so as to avoid any actual or perceived conflicts of interest. If conflicts of interest do occur, employees must make a prompt and full disclosure to their supervisor.
- 4. Employees must maintain and protect the confidentiality of proprietary information concerning other employees, volunteers, and the Diocese.**
- 5. All activity and decisions must comply with applicable laws and regulations including, but not limited to, abuse, employee discrimination, fraud, antitrust, false claims, etc.**
- 6. Employees must promote the highest standards of business ethics and integrity, and must act in good faith and in the best interest of the Diocese.**

- 7. Employees must be responsible stewards of Church resources, including financial and human resources.** Employees must act to preserve and protect the assets of the Diocese by making prudent and effective use of resources.
- 8. Compliance with all policies relating to Diocesan Safe Environment Initiatives,** such as the prevention and reporting of child/youth sexual abuse.
- 9. Business transactions with existing or potential third party vendors (suppliers, contractors, etc.) must be conducted in a conservative manner so as to avoid any perceived bribe or improper inducement.** Strict standards are expected regarding the acceptance of gifts or favors from third party vendors. In order for an Diocesan employee to accept gifts/favors, they must be:
- Limited in value such as calendars, books, or an invitation to a meal;
  - Perishable items, such as gifts given during holidays, i.e., hams, cookies, nuts, etc.;
  - Day outings, such as golf or fishing, or tickets to events, such as sports or fundraisers, with the approval of the supervisor;
  - And, of a nature that public disclosure of the gift would not embarrass the Diocese.
- Under most circumstances, it is not permissible to accept gifts of cash or cash equivalents. Management associates should not accept gifts from the individuals under their supervision unless the gift is of limited value.

Although employees may in appropriate cases receive counseling or other notification of unacceptable conduct or performance, disciplinary action up to and including termination may result due to any violation of the Catholic Diocese of Richmond's Code of Ethics.

Relating to appropriate conduct, should employees encounter situations in which they are unsure of what to do or how to act, please contact the Director of Human Resources.



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Most Rev. Francis X. DiLorenzo  
Bishop of Richmond

**5/27/2005**