

§503 STANDARDS OF CONDUCT

In every organization there are rules and responsibilities which contribute to a harmonious work environment for all staff. Cooperation with these rules and responsibilities is the responsibility of all personnel.

*As employees of the Diocese of Springfield in Illinois, our employees are reminded that to the faithful and to the outside world, they represent the Catholic Church. "All Christians in any state or walk of life are called to the fullness of Christian life and to the perfection of charity. All are called to holiness: Be perfect, as your heavenly Father is perfect. In order to reach this perfection the faithful should use the strength dealt out to them by Christ's gift, so that . . . doing the will of the Father in everything, they may wholeheartedly devote themselves to the glory of God and to the service of their neighbor." **Catechism of the Catholic Church §2013** (internal quotation marks omitted.)*

*"The mission of the Roman Catholic Diocese of Springfield in Illinois is to build a fervent community of intentional and dedicated missionary disciples of the Risen Lord and steadfast stewards of God's creation who seek to become saints. Accordingly, the community of Catholic faithful in this Diocese is committed to the discipleship and stewardship way of life as commanded by Christ Our Savior and as revealed by Sacred Scripture and Tradition." **Fourth Diocesan Synod, statute #1.***

*"In the Diocese of Springfield in Illinois, 'all pastoral initiatives must be set in relation to holiness' and will invite people to a life of discipleship and stewardship." **Fourth Diocesan Synod, statute #2.***

503.1. Policy Every employee of the Diocese and Diocesan agencies¹ shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. Every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

503.2. Policy An employee who violates this policy will be subject to disciplinary action, up to and including termination.

Procedures

- a) Some of the actions which violate this policy include, but are not limited to:
- 1) Falsification of employee or institutional records.
 - 2) Unauthorized possession of property or misappropriation of funds or assets.
 - 3) Insubordination.

¹ An "agency" as used herein shall include any department, institution, office, parish, school, juridic person or any subdivision thereof governed by the moral authority of the Roman Catholic Bishop of Springfield in Illinois.

- 4) Any social media engagement or other behavior that violates standards of safe environment for children.
 - 5) Immoral or unethical conduct, actions, or lifestyles when such has an adverse impact on the Church, the Diocese, or the employee's job, or becomes publicly scandalous as determined by the Diocesan Bishop.
 - 6) Public espousal or promotion of teachings or conduct that contradicts the doctrine and moral teaching of the Catholic Church and which may cause scandal as determined by the Diocesan Bishop.
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- b) Employees should also refer to their individual contracts and agreements with the Diocese or Diocesan agency, any employee handbooks provided by the Office for Human Resources or a supervisor, and all other Diocesan Policies for additional employment expectations. This policy and the examples above in no way limit the expectations found in these other sources.
 - c) The Diocesan Bishop has full authority to determine the ministerial expectations and aspect of each employment position and has full authority to determine violations and remedies related to this policy.