



ARCHDIOCESE OF REGINA

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| Policy Name: | Employee Code of Conduct | Number: | S1-2 |
| Policy Type: | Diocesan Expectations of Employees | Date Approved: | February 2017 |
| References: | | Date Revised: | |

Policy Statement: The Archdiocese of Regina is committed to fostering an environment that promotes Catholicism and educational and professional success to its parishioners and staff. This achievement is dependent on an environment free of behaviours which could undermine the mission of the Church and the parishioners they serve. An atmosphere of mutual respect, collegiality, fairness and trust is essential. All employees will conduct themselves in an ethical and professional manner at all times; with Catholic teachings and values guiding their actions.

Expectation: The Archdiocese requires all employees to follow their contract, conditions of employment with the Archdiocese of Regina. The Archdiocese also requires all employees to follow their professional organizational guidelines as set out by the appropriate professional governing body.

Procedure:

- a) This code of conduct applies to all Archdiocese of Regina employees. It is the duty of the supervisor to ensure the Code of Conduct is reviewed annually with each employee. All employees will be provided with the Code of Conduct. The employee will confirm their knowledge of this with a signature. (Appendix A)
- b) All staff shall ensure they are following the practices and teachings of the Catholic Church as it relates to their employment in the Archdiocese of Regina. Section 3-4: Confidentiality
- c) All staff shall abide by the Saskatchewan Employment Act, Archdiocese of Regina policies, administrative guidelines, and Archdiocese of Regina Protocols.
- d) All staff shall conduct themselves in a professional manner and treat all members of the diocesan and parish communities with dignity and respect.
- e) Staff who fail to act in accordance with the provisions of the Employee Code of Conduct policy will be subject to appropriate disciplinary action up to and including termination of employment.
- f) If a person wishes to report non-compliance with this application, he/she must follow Policy Section 4-2--Dispute Resolution.

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