



Catholic Charities/El Programa Hispano Católico Code of Ethics & Code of Conduct

Code of Ethics:

Core Principles from Catholic Social Teaching

A. Human Dignity

Catholic Charities/El Programa Hispano Católico affirms that each person is made in the image of God and has inherent dignity. Each person must be respected from conception to natural death. Each person is endowed with rights and duties. Catholic Charities/ El Programa Hispano Católico affirms that each person served and engaged with our work will be held in great esteem and with great respect.

B. Common Good

Catholic Charities/ El Programa Hispano Católico affirms that there is a universal destination of all created things, that all persons have the right to access all that they need in order to reach their fulfillment and that all persons have the concurrent obligation to work for the rights of others as well.

C. Subsidiarity

Catholic Charities/ El Programa Hispano Católico affirms that decisions should be made at the lowest possible level, should involve those who are capable of participation in decision-making and who will be impacted by those decisions, and should empower those who are most in need. Concurrently, we commit to creating and renewing structures and institutions that provide assistance and aid, as required, appropriate and necessary. Catholic Charities/ El Programa Hispano Católico, as a member of civic society, affirms that we should actively participate in the public discourse at both the national and local community level, seeking justice for all, but especially for those who have no voice of their own. We affirm that we should both advocate and serve, advocating both for individuals and for just social structures.

D. Solidarity with the Poor

Catholic Charities/ El Programa Hispano Católico affirms that the most poor and vulnerable persons and families have a special claim to our services and programs. Catholic Charities/ El Programa Hispano Católico affirms that our staff and Board should engage those served to have representative voice in decisions impacting policies and programs. Accordingly, we affirm the need to create structures and processes for obtaining appropriate input from stakeholders. Catholic Charities/ El Programa Hispano Católico commits itself to continue to be a voice with poor and vulnerable individuals and families in the public discourse.

Code of Ethics:

Fundamental Values

A. Truth

Catholic Charities/ El Programa Hispano Católico affirms that transparency and accountability will always be pursued in our communication and work. Catholic Charities/ El Programa Hispano Católico affirms the truth of the intrinsic dignity and worth of the human person as a social being and will witness to our Catholic identity in fulfilling our role in the Church and in society.

B. Freedom

Catholic Charities/ El Programa Hispano Católico affirms that we will always assist our clients, staff and volunteers to live in socially responsible freedom, to exercise their authentic autonomy in light of objective



truth and to actualize their inherent potential as beings created in the image and likeness of God. Catholic Charities/ El Programa Hispano Católico will respect and affirm the autonomy of each organization/entity with whom we are in relationship.

C. Justice

Catholic Charities/ El Programa Hispano Católico affirms that it is a matter of justice that all clients have the right to self-actualization and to reach their potential as beings created in the image and likeness of God. Catholic Charities/ El Programa Hispano Católico affirms that we will work to achieve greater justice in our communities through our social policy advocacy efforts – locally, nationally and internationally. Catholic Charities/ El Programa Hispano Católico affirms that all contracts and agreements and all relationships with stakeholders will be based on norms of justice. Catholic Charities/ El Programa Hispano Católico affirms that we will work to expand and maintain diversity and excellence in our membership, board, leadership positions and staff. Catholic Charities/ El Programa Hispano Católico affirms that we will continue to work to help eradicate racism and prejudice within our own organizations and in society at large.

D. Love

Catholic Charities/ El Programa Hispano Católico affirm that love – caritas – will be the chief identifying characteristic and element of our work and life.

Code of Conduct:

The Catholic Charities El Programa Hispano Católico Code of Conduct is a statement of rules and guidelines designed to promote ethical and professional service delivery within our organization. This Code is vital to our mission to serve as the social service arm of the Archdiocese of Portland in a manner that affirms the dignity and rights of all people who come to us for assistance.

It is the long standing practice of Catholic Charities/ El Programa Hispano Católico to observe all of the laws that apply to our services and programs and to conduct ourselves at all times in ways that dignify people and recognize their worth. But our policies do not stop there. In striving to fulfill our mission we choose the course of highest integrity and ethical conduct.

In order to promote the mission of Catholic Charities/ El Programa Hispano Católico, all employees and volunteers are expected to adhere to the following ethical behaviors and practices:

1. All employees and volunteers are expected to conduct agency business in a manner consistent with the Catholic Charities/ El Programa Hispano Católico Code of Ethics, Board Policies, and Social Service Delivery Procedures.
2. Only staff members and volunteers who are assigned to a client or who have a legitimate, professional need to know about and discuss client related information shall do so. Staff and volunteers will respect the client's right to privacy and observe all agency policies with regard to confidentiality.
3. Employees and volunteers must remain ever aware of the nature of client/ agency relationships and must maintain respect for the client. Employees and volunteers, recognizing the power inherent in their relationships with clients, must avoid exploiting the client's trust and dependency.
4. Employees and volunteers will avoid dual relationships (professional and personal) with clients and coworkers and other relationships that might impair or bias their professional judgment or conduct.
5. Employees and volunteers shall not foster or permit a relationship with a client or former client that is romantic, sexual, social, or parental in nature or otherwise unprofessional or detrimental to the

- client's progress. Staff and volunteers will be sensitive to situations which may cause suspicion of unprofessional conduct.
6. Staff and volunteers will respect professional boundaries regarding touching or hugging clients, and will undertake such activities in a manner that is appropriate to the setting and the service provided.
 7. Staff and volunteers will not discuss personal issues, problems, or feelings with clients in order to address their own needs. Any self disclosure by staff members or volunteers shall be done with discretion and shall be done only for the benefit of the client.
 8. An employee/volunteer is responsible for the interactions, interventions, and service strategies which he/she employs in the service of a client. An employee/volunteer who finds that his/her services are not beneficial to the client must make this fact known to his/her supervisor and must work with the supervisor to identify more effective alternatives.
 9. Catholic Charities/ El Programa Hispano Católico expects each employee or volunteer to avoid situations where personal interests could conflict, or reasonably appear to conflict, with the interests of clients or of the organization itself. The Executive Director reserves the right to make the final decision in unclear situations.
 - Employees and volunteers should not seek or accept any form of compensation or personal consideration from a client nor obtain gain from client information or personal circumstance. *(Please also refer to Catholic Charities/ El Programa Hispano Católico Board Policy B-2 - Conflict of Interest).*
 - Employees are required to discuss with their supervisor possible conflicts of interest associated with assuming a leadership role in another organization prior to commencing such an activity.
 10. A client who is being confrontational or difficult or who is in crisis shall, nevertheless, be approached in a respectful and non-threatening manner.
 11. Staff and volunteers will model behaviors expected from clients and will follow the same rules set for clients.
 12. Should an employee or volunteer be in a situation where his/her ethical obligations are unclear, the employee or volunteer will seek the guidance of his/her supervisor or of agency management, as appropriate, and will act accordingly.



Acknowledgment of Receipt

Catholic Charities/El Programa Hispano Católico Code of Ethics and Code of Conduct

I, _____, hereby acknowledge that I have received and read the document titled *Catholic Charities/ El Programa Hispano Católico Code of Ethics and Code of Conduct* and realize that employees of Catholic Charities/ El Programa Hispano Católico are expected to perform their duties in such a manner so as to be consistent with the principles and values contained in the Code.

Signature

Date

Print Name