

Organization Code of Ethics

PREAMBLE

The primary obligation of Catholic Social Services (CSS) is ensure quality services to all persons served directed by the mission and vision of the Agency. It is essential that all those connected with CSS be guided by this professional responsibility. The Board of Directors, staff, volunteers and interns shall serve the Agency with loyalty, professional responsibility, and competence. This Code of Ethics establishes standards by which these responsibilities can be fulfilled. This Code of Ethics is intended to complement any other Codes that exist for a given profession, including the Diocese of Marquette's Policy On Misconduct In Ministry With Minors. Violation of these Codes of Ethics will be addressed through the policies and procedures described in the Agency's Personnel Policy Manual.

PRINCIPLE I - BEHAVIOR TOWARD CLEINTS

1. Board members and staff shall not exploit relationships with current or past clients for personal gain.
2. Identifying information of persons served shall be held in the strictest of confidence in order to protect the basic rights of the person served and to conform to applicable federal, state, Agency and local confidentiality laws and regulations.
3. It is not considered appropriate to have other than casual contact with Catholic Social Services of the Upper Peninsula clients after work hours. This applies to adult clients up to one year after discharge and to child/adolescent clients for one year after discharge or until the age of majority, whichever is greater.

4. Staff and Board members shall not engage in sexual activity or harassment with active clients of the Agency or clients who have been discharged in the past 36 months. Sexual harassment may be physical or verbal, touching or non-touching, and is an exploitation of a client's vulnerability. Sexual misconduct includes sexual harassment as defined in Catholic Social Services of the Upper Peninsula's Personnel Policies and sexual exploitation as defined in the Diocesan Policy on Sexual Misconduct in Ministry,
5. Staff shall be familiar with and respect the Agency's recipient rights policy and procedures.
6. No person served shall be discriminated against on the basis of race, creed, marital status, religion, gender, national origin, sexual orientation, age, mental or physical disability, political affiliation, previous criminal record, or economic status. The above may be subject to specific program admission criteria.
7. Staff members shall recognize that the interest of the persons served may be better served by a referral to another Agency or professional.
8. Staff shall terminate service to persons served when such service is no longer required or no longer meets the person's needs or interests.
9. Persons served shall not be expected to perform work for the Agency unless it is part of the treatment process and approved by the Executive Director.
10. Staff and Board members shall not solicit persons served by CSS as clients for their own Agency or private practice.
11. Staff and Board Members shall abide by the CSS substance abuse policy.

PRINCIPLE II - STAFF INTERACTIONS

1. Staff and Board members shall at all times treat each other with dignity and respect. They shall cooperate with each other to promote the interest of the person served and the Agency.

2. Staff and Board members shall at all times maintain a working and learning environment that is free from sexual harassment.
3. Staff and Board members shall behave professionally, respecting all viewpoints and opinions of colleagues, using appropriate Agency channels to express disagreements and settle differences.
4. It is the obligation of staff and Board members to promote ethical and responsible behavior by colleagues and to take responsible action with regard to any unethical behavioral on the part of a staff person or Board member.

PRINCIPLE III - RESPONSIBILITY TO THE EMPLOYING AGENCY

1. Staff and Board members shall support the purposes, goals and functions of CSS and the Diocese of Marquette and follow established policies and procedures.
2. It is the obligation of a staff and Board member to work to improve the ethical policies, practices, and functions of the Agency and to take responsible action with regard to any unethical policies or practices of the Agency.
3. The staff and Board shall use resources of the Agency only for the purpose for which they were intended.
4. Staff and Board members shall not misrepresent or inappropriately criticize CSS.

PRINCIPLE IV - BEHAVIOR TOWARD OTHER AGENCIES

1. Staff and Board members shall not undermine other agencies or programs through inappropriate criticism or misrepresentation.
2. Staff and Board members shall not solicit clients of other agencies for their own private clinical practice or the Agency practice.

PRINCIPLE V - PERSONAL RESPONSIBILITIES

1. Staff and Board members are expected to realistically assess their own personal strengths, limitations, biases and effectiveness. In addition, they shall remain open to feedback and constructive criticism.
2. Staff shall be committed to take personal responsibility for continued growth through further education and training.
3. Staff and Board members are obligated to be appropriate role models for clients and for other staff and Board members.
4. Staff and Board members shall refrain from behaviors that reflect poorly upon the Agency or the Diocese of Marquette.