

Code of Ethics of the Catholic Charities of the Archdiocese of Chicago

“For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me...” (Matthew 25:35)

Catholic Charities of the Archdiocese of Chicago exists to provide services to the poor, vulnerable, underserved and anyone in need in keeping with Catholic Social Teaching. Because of the traditions of the Catholic Church, the heart of which is the sanctity and dignity of human life, Catholic Charities has certain values and ethical standards that shape our work. Among these are primary concern for the poor, acceptance of persons of all faiths and traditions and the highest regard for human life.

In our daily work, we are guided by foundations of our Faith as described above, our mission, our core values, the ethical practices of Catholic Charities U.S.A. as well as the ethical standards required by various professional affiliations. As good stewards of the resources entrusted to us, we shall strive to do the work of charity with compassion, integrity and respect in all that we do and for all those we serve.

Mission:

Catholic Charities fulfills the Catholic Church's role in the mission of charity to anyone in need by providing compassionate, competent and professional services that strengthen and support individuals, families, and communities, based on the value and dignity of human life.

Values:

In remaining faithful to our mission and in providing service to those in need, we are at all times guided by our commitment to these core values:

Competence, Compassion, Stewardship and Respect

Catholic Charities staff, board members and volunteers are guided in all their actions and interactions by the principles contained in our by-laws, agency policies and client rights statements. As such, Catholic Charities embraces openness and transparency in all aspects of our operations and the services we provide.

Those We Serve

Catholic Charities believes in the dignity of every individual life. We shall work to assist families, children, the vulnerable and the underserved to achieve independence and self-sufficiency in a compassionate, respectful, professional and competent manner.

Integrity:

We shall conduct our mission with the highest professional and personal integrity.

Respect:

All individuals are entitled to be treated with respect. The dignity of each individual we serve shall be respected and we shall work to support and to enhance their self-sufficiency.

Confidentiality

We shall safeguard all confidential information obtained from individuals and families we serve, in keeping with agency policies and applicable laws and regulations.

Non-discrimination:

Catholic Charities serves all those in need without regard to race, gender, age, affiliation, national origin, or disability or any other discriminatory factor. We shall provide all of our services in a manner that respects the cultural differences of individuals and families.

Research:

Informed consents and permission shall be obtained from individuals participating in research in accordance with legal and professional requirements. Any research we participate in shall take into account the mission and values of Catholic Charities.

Those Who Serve

Catholic Charities leads by example, offering programs that are efficient, innovative and effective. In so doing, we offer hope and compassion to all whom we serve. Through our trained staff and volunteers, we deliver high quality professional social services.

At all times, our staff and volunteers shall comport themselves with integrity and with compassion and respect for those we serve. We shall adhere to the mission and values of Catholic Charities in the manner in which we serve our clients, our parishes and our communities.

Catholic Charities believes in treating each individual with dignity and respect. The following are some of the methods, means, resources and tools by which we achieve this goal:

Competence:

Our professional staff shall be competent in the services they provide to individuals and families. As part of this commitment to competence, our staff shall endeavor to stay abreast of developments in their respective fields of specialization and shall undergo regular training in best practices.

Supervision:

It is important that supervisors know of concerns and issues; likewise, it is important for staff to receive guidance and leadership. Communication through meetings and evaluations shall occur on a regular basis in order to better carry out our mission.

Expectations:

All staff shall know how their program and their day-to-day work fit in with our mission and our agency as a whole. All volunteers shall have a realistic set of expectations of the work they will do to assist Catholic Charities in our mission.

Professional Codes of Ethics:

Staff shall adhere to the many professional, individual codes of ethics including but not limited to codes for social workers, counselors, nurses, teachers, attorneys, psychiatrists, accountants, and/or fund-raisers/development professionals. Our staff shall treat all those we serve with compassion, respect and competence.

Conflict of Interest:

We consider a conflict of interest to be any actual or perceived interest by staff, advisors or board members that has the appearance of, or results in, personal, organizational, or professional gain. At all times, our agency, our staff, and our board members shall act in the best interests of the agency and in accordance with the mission and the values of Catholic Charities. Catholic Charities and our

staff and board members shall avoid conflicts of interest with clients and others in accordance with agency policies so as to safeguard the integrity of Catholic Charities and its services.

Duty to Warn:

All professional staff of the agency shall comply with all applicable legal and professional obligations concerning a duty to warn. All of our staff, board members and volunteers shall disclose information that could place our agency, our staff, our volunteers, or our clients at risk or seriously impede the mission of Catholic Charities.

Accountability:

In all we do, we are accountable to all we serve, all who give to Catholic Charities and all others who have an interest in our agency.

Reporting

All who serve or are served shall report questionable or improper actions and violations of this Code of Ethics. Catholic Charities will not permit retaliation against any person who makes a report in good faith.

Those Who Oversee

The Board of Directors, staff and administration of Catholic Charities have been entrusted with guiding and overseeing the mission of the agency. Our Board of Directors and Administration shall at all times remain faithful to their fiduciary duties and responsibilities in accordance with Catholic Social Teaching.

Stewardship:

The board members and staff of Catholic Charities shall remain good stewards of our agency's resources and services and shall avoid situations in which personal or financial interests might interfere with proper stewardship. No board member, staff or volunteer shall solicit personal favors, gratuities, or anything of monetary value from contractors or any parties to agreements with Catholic Charities.

Fundraising:

All marketing materials and other communications to raise funds for the various programs of Catholic Charities shall accurately represent the programs for which the funds are raised and shall be in keeping with our agency's mission. All agency events shall comply with best practices of fundraising and development and shall reflect our spirit of compassion for the poor.

Investments:

Catholic Charities administration and Board of Directors shall ensure that all funds are prudently invested and screened to assure adherence to Catholic Social Teaching.

Quality of Programs:

The Board of Directors, in conjunction with our volunteers and staff, shall periodically review the quality of our programs and services provided to ensure that they are responsive to the needs of those we serve and consistent with Catholic Social Teaching and best practices.

Policy References:

Many ethical standards for staff, clients and board members are contained in our bylaws and our policy statements. Below are some of the relevant agency policies. Though these standards touch on many aspects of our work, there may be situations not covered by these standards or this Code of Ethics. It is hoped that all will respond to those situations in the spirit of this Code of Ethics and in keeping with Catholic Social Teaching.

General Agency and Administration Policies

- A-1 Mission Commitment to Charity
- A-3 Ethics and Whistleblower
- A-5 Conflicts Of Interest
- A-4 Ethical Conduct
- A-7 Investigations Policy
- B-5 Corporate Compliance

Casework Practice Policies

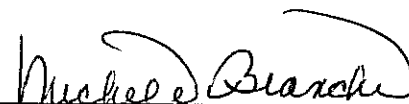
- D-2 Client Confidentiality
- D-3 Client Rights
- D-4 Ethical Conduct in Casework
- D-8 Continuing Quality Improvement
- D-5 Staff/client relationships
- A-6 Provisions of Services to Employees and Board managers

Human Resources Policies

- C-1 Human Resources and the Law
- C-2 Employee Recruitment and Selection
- C-6 Standards of Conduct and Employee Behavior
- C-12 Equal Employment/Sexual Harassment

Effective Date: February 17, 2010

Recommended and Approved:



Senior VP Human Resources/General Counsel

Approved:



Administrator, President & CEO