



# Archdiocese of Agana

CHANCERY OFFICE

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Protocol No.: 2017 - 057

## CODE OF CONDUCT POLICY

The Archdiocese of Agana's Mission and Vision Statements are as important as complying with the code of conduct and are stated as follows:

Mission Statement: Rooted in faith and in the love of Jesus Christ and through the intercession of our patroness, Santa Marian Kamalen, we, the people of the Archdiocese of Agana, are called:

- To proclaim the Good News in word and in action,
- To worship God through welcoming and vibrant celebrations of the Word and Sacraments,
- To share with Christ in the loving redemption of humanity,
- To reverence life and to be a source of comfort and hope for those in need,
- To invite all to participate in the building of the reign of God in our midst.

Vision Statement: We, the Archdiocese of Agana, envision the following for our people as we enter the third millennium:

- Working in unity and in collaboration with the clergy, religious and laity;
- Evangelizing our people towards and ever growing relationship with God;
- Nurturing all members of our families in an environment of love, care and understanding;
- Educating to enrich the spiritual and physical well being of the people;
- Strengthening our human and financial resources for the building of the reign of God;
- Celebrating a vibrant and prayerful faith community rooted in the Gospels and in the Sacraments of the Church.

All clergy, religious, lay employees and volunteers (representatives) of the Archdiocese, its parishes (and parish schools), Archdiocesan high schools and other Archdiocesan entities must, at all times, comply with all applicable laws and regulations. The Archdiocese will not condone the activities of those who achieve results through violation of the law or unethical or immoral business dealings. This includes any payments for illegal acts, indirect contributions, rebates, bribery and other similar types of activity.

All conduct should be clearly above the minimum standards required by law and expected by the Church. Accordingly, all representatives must ensure that their actions cannot be interpreted as being, in any way, in contravention of laws, regulations or principles governing the activities and mission of any Archdiocesan entity. Representatives that are uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek the advice of the Archbishop's Office or his designee(s).

## **General Conduct**

All representatives of Archdiocesan entities are expected to conduct themselves in a professional, Christian, businesslike manner. Drinking, illegal drug use, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Representatives must not engage in harassment, (including but not limited to sexual harassment), discrimination, or retaliation or conduct themselves in a way that could be construed as such, for example, by using inappropriate language or jokes, keeping or posting inappropriate materials in their work areas, or accessing inappropriate materials on workplace computers.

## **Conflicts of Interest**

All representatives of Archdiocesan entities are expected to perform their duties conscientiously, honestly, and in accordance with the best interests of the Church. Representatives must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if a representative senses that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest, they should immediately communicate all the facts to their supervisor.

## **Outside Activities of Employees**

All Church employees are called always to act in a manner that is consistent with Catholic principles and teachings, and have a serious responsibility for good public relations. Their readiness to help parishes, schools, and other charitable and educational activities is encouraged. Employees must, however, avoid acquiring any business interest or committing to any other activity that would, or would appear to:

- Create an excessive demand upon their time and attention, thus depriving their Archdiocesan employer of their best efforts on the job, or
- Create a conflict of interest—an obligation, interest, or distraction that may interfere with the independent exercise of judgment in their employer's best interest.

## **Employee Relationships With Clients and Suppliers**

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business that has a contractual relationship with the Archdiocese, or that provides goods or services, or both to the Archdiocese, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Archdiocese.

## **Gifts, Entertainment, and Favors**

Representatives must not accept entertainment, gifts, or personal favors that could influence, or appear to influence Church business decisions in favor of any person or company with whom or with which we are likely to have business dealings. Similarly, representatives must not accept any other preferential treatment under these circumstances because it may be perceived to place them under an obligation. Meals,

entertainment, holiday gifts and similar items that are infrequent and of modest value are not considered violations of this Code of Conduct. In cases of doubt, one should discuss the matter with their supervisor.

### **Kickbacks and Secret Commissions**

Employees may not receive payment or compensation of any kind, except as authorized under their employer's remuneration policies. In particular, the acceptance of kickbacks and secret commissions from suppliers or others is strictly prohibited. Any breach of this rule may result in immediate termination and prosecution to the fullest extent of the law.

### **Archdiocesan Funds and Other Assets**

Representatives who have access to Archdiocesan entity funds in any form must follow the prescribed policies and procedures for recording, handling, and protecting those funds as detailed in the Archdiocese's and parishes, etc. policies, manuals and related materials. Policies and procedures are in place to prevent fraud and dishonesty. If an employee becomes aware of any evidence of fraud and dishonesty, they should immediately advise the designated personnel so they can promptly investigate the matter.

When a representative's position requires spending Archdiocesan entity funds or incurring any reimbursable personal expenses, that individual must use good judgment on the entity's behalf to ensure that good value is received for such expenditures.

Archdiocesan entity funds and all other assets of an Archdiocesan entity are for that entity's purposes only and not for personal benefit.

### **Records and Communications**

Accurate and reliable records of many kinds are necessary to meet various legal and financial obligations, and to manage the affairs of Archdiocesan entities. An entity's books and records must reflect all business transactions in an accurate and timely manner. The employees responsible for accounting and any other record keeping must exercise diligence in fulfilling these responsibilities.

Representatives must not make or participate in making any false record or communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, financial, or similar reports and statements
- False advertising, deceptive practices, or other misleading representations

### **Dealing With Outside People and Archdioceses**

Representatives must take care to separate their personal roles from their official positions when communicating on matters not involving Archdiocesan entity business. Employees must not use Archdiocesan entity identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve any Archdiocesan entity's business, representatives must not presume to speak for the entity or Archdiocese on any topic, unless they are certain that the views they express are those of the entity, and it is the entity's desire that such views be publicly disseminated.

When dealing with anyone, including public officials, outside the Archdiocese, representatives must take care not to compromise the integrity or damage the reputation of either the (Arch)bishop or the Archdiocesan entity, or any individual, business, or government body.

### **Prompt Communications**

In all matters relevant to parishioners, churches, schools, government authorities, the public and others in the Archdiocese, all representatives must make every effort to achieve complete, accurate, and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

### **Privacy and Confidentiality**

When handling financial and personal information about the Archdiocese, parishes, parishioners, or others with whom we have dealings, representatives must observe the following principles:

1. Collect, use, and retain only the personal information necessary for the business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.

Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal processes or contractual obligation provides otherwise.

By signing below, I hereby acknowledge that I have completely read and fully understand the Archdiocese of Agaña's Code of Conduct Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Date: \_\_\_\_\_