

**ARCHDIOCESE OF CINCINNATI**

**ETHICS & CONDUCT POLICY STATEMENT**

The Archdiocese of Cincinnati and its affiliates are committed to maintaining the highest ethical standards and accountability of its employee. To that end, the Archdiocese/Affiliates adopt this Ethics & Conduct Policy Statement applicable to all its directors, officers, employees and entities of the Archdiocese.

The Archdiocese/Affiliates expect its employees to:

1. Comply with all applicable rules and regulations of federal, state and local governments and regulatory agencies.
2. Implement policies and procedures to protect the resources of the Church from fraud, misuse and waste, and to provide accurate and reliable financial reporting.
3. Follow generally acceptable accounting principles (GAAP) in accounting and reporting the finances of the diocese.
4. Respect the confidentiality of all employee information and organization information unless disclosure is necessary: (1) to perform his or her duties (2) prevent a fraud, criminal act, or serious physical or financial harm or (3) to comply with a reasonable request for information (a) from a government or regulatory agency or (b) in conjunction with pending or threatened litigation.
5. Demonstrate the highest level of integrity and honesty in the conduct of responsibilities.
6. Never use his/her position, authority or power to influence a person's actions or to gain influence or control over them in ways that would be considered harassment, unwanted personal attention or intimidation.
7. Comply with the Archdiocesan Conflict of Interest Policy.
8. Comply with the Archdiocesan Ethics and Conduct Policy.
9. Use and control Archdiocesan/Affiliates assets and resources responsibly; and
10. Promptly report any suspected violation of this Ethics & Conduct Policy in accordance with the reporting procedures published by the Archdiocese.

I agree to adhere to the Archdiocesan Ethics & Conduct Policy:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

ARCHDIOCESE ENTITY: \_\_\_\_\_