

**CATHOLIC CHARITIES OF THE
DIOCESE OF PALM BEACH
EFFECTIVE: JULY 1995
REVISED: APRIL 2008**

**MANUAL: PERSONNEL
SECTION 100**

**POLICY NUMBER: 101
TITLE: INTRODUCTION AND MISSION STATEMENT**

INTRODUCTION

This employee handbook is intended to be a convenient and helpful source of information about employment with Catholic Charities of the Diocese of Palm Beach, Inc. This handbook covers all lay employees of Catholic Charities of the Diocese of Palm Beach.

Catholic Charities of the Diocese of Palm Beach, Inc. (the “agency”) is a nonprofit organization sponsored by the Diocese of Palm Beach (“Diocese”). It is separately incorporated to operate as an independent provider of a wide variety of programs which meet the psychosocial and material needs of families in the counties of Indian River, Martin, Okeechobee, Palm Beach and St. Lucie. Its programs are locally operated, but centrally administered through Administrative Offices located within the Pastoral Center of the Diocese in Palm Beach Gardens.

MISSION STATEMENT

Catholic Charities, inspired by GOD’S LOVE FOR ALL,
SERVES people in need,
ADVOCATES for justice, and
COLLABORATES with others to build just,
compassionate communities.

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**POLICY NUMBER: 102
TITLE: CODE OF ETHICS**

As a member organization of Catholic Charities USA, the member agency agrees that:

1. All policies, programs, and practices shall support the sanctity and dignity of human life from the moment of its conception until death, the value and integrity of the human person, the sacredness of the union of man and woman in marriage, the value of people’s social relationships to one another and to community, and the central role of the family in human life and in society.

2. It will reach out to help those who are suffering and shall adopt, in the allocation of limited resources, a preference for serving the neediest and the most vulnerable members of the community.
3. It will acknowledge and support the right of all people to set and pursue their own life goals, within the limits of the common good, whereby they can freely enter into participation with others in order to fulfill their common human potential and contribute to the building of a more humane community.
4. It will identify itself to the pluralistic community as a means by which the Church community seeks to fulfill its social mission. It will seek full support and participation of the people of God through representation on policy-making boards of directors and advisory committees, diocesan-wide development of parish-based social ministry, and involvement of volunteers in the programs of the agency.
5. It will collaborate with other individuals, groups, and social agencies on issues, policies, and programs which are compatible with a Christian value system, in the interest of achieving the fullest measure of charity and justice.
6. In all its policies, procedures, and practices, it will be faithful to biblical values, the social teaching of the Church and relevant sections of the code of Canon Law.
7. It will function faithfully within the mission and structures of the Diocese with proper respect for the role of the diocesan bishop.
8. It will assure conformity with relevant civil law in its governance, and at the same time it will hold itself free to seek peacefully to change oppressive civil laws.
9. It will seek to realize in action the virtues of charity and justice in all relationships with staff, volunteers, the people served, and the large community.
10. It will recognize confidentiality as a living principle within the agency and establish policies and procedures to assure protection of the privacy of the relationship established with its clients and other relevant bodies.
11. It will hold itself fully, consistently, and publicly accountable for its program and fiscal operations and seek objective certification that it meets those standards of quality in its performance that have been established for the field of social service, through accreditation and licensing as appropriate.
12. It will support and advocate for those freedoms and structures in society that contribute to pluralism in social welfare and cooperation between public and voluntary sectors.

POLICY NUMBER: 102
TITLE: CODE OF ETHICS

Continued

13. It will subscribe to and advocate for the principle of subsidiary, with its concern to leave the highest degree of freedom to the individual that is consonant with the common good, to recognize the family as the primary institution for meeting human needs of its members, and for active, vigorous mediating groups and voluntary organizations in society with particular reference to the parish as a caring community.

14. In conformity with Catholic social teaching, it will support the legitimate, necessary, and important responsibility of government for programs essential for the general welfare.

This agency further agrees that it will expect all board members, committee and service volunteers, and administrative, professional and support staff to accept and conform to these organizational norms. These norms will be an essential part of orientation of new members of the staff and governing bodies. Clients who use the agency service will be helped to understand how the agency and its policies work with respect to protecting their privacy and their rights and responsibilities.

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POLICY NUMBER: 103
TITLE: POLICY MODIFICATION PROCESS

All policies, practices and procedures are subject to change without notice. All decisions of the Administration and Board of Directors regarding the application of contents of this manual will be final and binding upon the employee. The contents of this manual are not to be considered an employment agreement or contract, but merely an outline for employee information.

Policies, practices and/or procedures within this manual which are inconsistent with existing state or federal laws will be superseded by applicable statutes.

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POLICY NUMBER: 104

TITLE: ACKNOWLEDGEMENT OF PERSONNEL POLICY MANUAL

Upon hire all employees will be informed that Catholic Charities Personnel Policy Manual is located on the web site at www.diocesepb.org/charities and that an up to date hard copy is available for review in their Program Administrator's Office. They are required to sign an Acknowledgement of this and agreement with the following information.

- The Catholic Charities Personnel Policy Manual contains guidelines regarding Catholic Charities policies.
- The Catholic Charities Personnel Manual is not a contract between Catholic Charities and the employee.
- The employment relationship is at will, and may be terminated by either party, for any reason, with or without cause or warning.
- If a rule or regulation is unclear to me, I will be responsible for seeking clarification from an appropriate supervisor or administrator.
- Updates/revisions to the office copies and web site copy will be made as they occur and employees will also be notified.
- I further understand that any and all of the rules, policies, wages and benefits referred to in the Manual may be unilaterally clarified, amended, modified, reduced or discontinued or supplemented at any time with or without notice to me and without a written amendment by the agency, in its judgment and discretion.
- I agree to follow the rules and regulations in the Catholic Charities Personnel Policy Manual/Employee Handbook.

The signed Acknowledgement of Personnel Policy Manual Form will be kept in the employee's personnel folder.