

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Human Resources
Standard Title	Employee Conduct
Regulations	
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Attachments	
Approved by: Paula Jubic, Executive Director	

Standard:

Catholic Charities Disabilities Services (CCDS) employees and volunteers shall conduct themselves in an appropriate manner while functioning in a work-related capacity.

Procedure:

1. As outlined in the Catholic Charities of the Diocese of Albany (CCDA) employee handbook, employees are expected to adhere to the Code of Conduct.
2. As described in the Catholic Charities of the Diocese of Albany (CCDA) employee handbook, whenever employees and volunteers are operating agency vehicles, on agency property, or conducting agency related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Possessing or consuming alcohol.
 - c. Engaging in the recreational use of cannabis.
 - d. Exhibiting adverse effects as a result of the use of drugs or alcohol.
3. As described in the CCDA employee handbook, employees and volunteers should report to work fit for duty and free of any adverse effects of illegal drugs, prescription drugs, over the counter drugs, marijuana, and alcohol.
4. As described in the CCDA employee handbook, employees and volunteers will not be allowed to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties.
5. As described in the CCDA employee handbook, if an employee or volunteer are found with any illegal drugs or drug paraphernalia, it will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
6. If an employee is convicted of a criminal drug violation, the employee is required to notify the agency within five days.
7. Employees and volunteers are prohibited from bringing firearms or any other weapon into any CCDS work place.

Standard: *Employee Conduct, 2012.03.23.*

8. As described in the CCDA policy regarding professional ethics, employees and volunteers are prohibited from engaging in personal financial transactions with individuals supported.
9. As described in the CCDA policy regarding confidentiality and HIPAA as well as the CCDS standard regarding confidentiality, employees and volunteers shall treat all information about the individual supported as confidential and utilize such information in a professional manner at all times.
10. Violation of any of the above could lead to disciplinary action up to and including termination.