



## **CODE OF ETHICS**

*Employees are expected to uphold the spirit as well as the letter of this Code and to be guided by this Code in all conduct, dealings, and relationships. No employee, regardless of position or function in the Planning, Design and Construction Department, is allowed to alter or to downgrade the significance of this Code, either explicitly or implicitly, by his or her behavior, and no employee can be exempted from this Code.*

*Also refer to Mercy Health Ministries Human Resources (HR) policies and procedures.*

### **Compliance with Law**

Planning, Design and Construction shall comply in all respects with applicable laws and regulations.

### **Ethical Principles**

Planning, Design and Construction shall organize and carry out its activities utilizing the highest ethical principles as they apply to the Mercy policies and practices.

### **Fair and Equitable Treatment**

All employees are to be treated fairly and equitably.

### **Equal Employment Opportunity**

The Planning, Design and Construction Department strongly supports the spirit and intent of Equal Employment Opportunity and Affirmative Action Program goals and objectives.

### **Work Environment**

Planning, Design and Construction will maintain a work environment that provides the necessary tools and equipment to enable employees to effectively perform their assigned tasks, assures due recognition for outstanding performance, and is conducive to open communications and professional development. Employees will be given only assignments for which all reasonable precautions have been taken to minimize or eliminate personal physical risk.

### **Environment, Safety, and Health**

Planning, Design and Construction is committed to safety and the protection of employee health and the environment. Employees will perform their duties and responsibilities in compliance with all environment, safety, and health policies and procedures.

### **Business Relationships**

Planning, Design and Construction will promote fair competition and will promote honest treatment of its independent contractors, collaborators, suppliers, customers, and clients. The Planning, Design and Construction employees will always act honorably toward those who do business with the Department or otherwise parties in a mutual relationship with Planning, Design and Construction.

### **Social Responsibilities**

Planning, Design and Construction is committed to support worthy efforts undertaken in the public interest, especially those affecting its surrounding community, its employees, the design and construction community, or business at large. Planning, Design and Construction will participate only in programs or activities in which Mercy role is in conformity, both in fact and in appearance with this Code.

### **Employee Performance**

Employees have an obligation to support Planning, Design and Constructions continued success and good reputation through providing, to the best of their abilities, consistent and reliable high-quality performance.

### **Planning, Design and Construction Property**

Every employee shall safeguard property of the Sisters of Mercy and property of third parties entrusted to the Planning, Design and Construction Department. Neglect, misappropriation, or waste will not be tolerated.

### **Financial Accountability**

Every employee is subject to complete, accurate, and timely financial accountability and reporting requirements, as needed, to assure the integrity of the Planning, Design and Construction accounting records and financial disclosures.

### **Confidentiality**

Employees shall safeguard any information that is or may be proprietary or otherwise confidential, in accordance with prescribed Mercy policies and procedures.

### **Conflicts of Interests**

Employees will avoid relationships or actions, financial or otherwise, with any supplier, organization, or individual that might be perceived as conflicts of interests or that even appear to impair independence of judgment on behalf of Mercy. Relationships or actions that may be perceived as conflicts of interests will be disclosed to management.

### **Reporting of Violations**

All employees are encouraged to seek advice from their immediate supervisors on issues regarding ethical work behavior and are encouraged to report any observed violations through their superiors or directly to the Regional Director of Planning, Design or Construction.

*Questions regarding the Planning, Design and Construction Code of Ethics should be referred to the Mercy Planning, Design and Construction Regional Director of PD&C.*