

Highlighted Employment Policies in the Diocese of St. Augustine for purposes of EthicsPoint Reporting

Employment by Contract

Only Certified Catholic School Principal-Ministers, Assistant Principal-Ministers, and Teacher-Ministers work under the terms of signed employment contracts provided by the Office of Catholic Education. These are agreements between the employee and the employing school. Employment contracts are signed only by the contracted employee (Principal, Assistant Principal, Teacher), and the employing school by the Principal and Pastor (if applicable), and the Superintendent of Schools. When a conflict occurs between the contract and this *Handbook*, the terms of the contract prevail. No other employee in the Diocese is permitted to be under contract or agreement, except as authorized by the Bishop of St. Augustine or its Chancellor, in a written agreement signed by the Bishop or Chancellor.

Conflict of Interest

An employee shall be considered to have a conflict of interest if s/he has an existing or potential financial or other interest that impairs or might reasonably appear to impair their independent judgment in the discharge of their responsibilities to the employer.

Employees must disclose to their supervisor any possible conflict of interest at the earliest practicable time.

If an employee engages in activities that constitute or appear to constitute a violation of this policy, they will be subject to a review and evaluation of these activities by the Lead Administrator and/or diocesan leadership. Upon completion of this review, a determination will be made, and, if necessary, a course of remedial action will be outlined in order to secure good faith compliance with this policy.

Any such activity that results in a conflict of interest with one's employment responsibilities is prohibited.

Examples:

You are aware of and have concerns that an employee or volunteer is involved with:

1. Operating an online business on the side and carry out business activities on their laptop or smartphone when they should be working for the diocesan entity.
2. Making a purchase or business choice for the diocesan entity to boost a business that the employee/volunteer has a stake in.
3. Starting a company that provides services similar to the diocesan entity.
4. Sharing confidential information with others for personal gain or taking advantage of confidential information learned from the diocesan entity for their own benefit.
5. Owning part of a business that sells goods or services to the diocesan entity.
6. Cashing in on a business opportunity that the diocesan entity might have pursued.
7. Hiring an unqualified relative to provide services the diocesan entity's needs.
8. Failing to disclose that you're related to a job candidate the diocesan entity is considering hiring.

9. Someone with whom an employee/volunteer has a close relationship stands to gain or lose financially by the actions of the diocesan entity, where the employee/volunteer can or might appear to be able to influence that action.
10. Asking for and taking bribes (giving something with the intent to influence)
11. Although very small gifts may be allowed, in general, gifts from customers, suppliers or competitors can represent a conflict of interest. This is especially the case where your diocesan entity needs to make a decision in relation to the party who has given the gift.

Acceptance of Stipends or Money for Services

For Catholic Center Employees: The acceptance of stipends or money from a diocesan parish, school, entity, or diocesan department, even if unsolicited, is prohibited in exchange for an employee's normal, customary duties and responsibilities associated with his or her job/ministry.

Outside Employment

We do not encourage secondary employment. However, for a variety of reasons, an individual might engage in outside employment. Such secondary employment must not create the potential for a conflict of interest nor may it be in conflict with the principles or the tenets of the Catholic faith. Outside employment must not interfere or compete with an employee's work. Outside employment must not be done on work-time or premises or with employer services, supplies or equipment. Employees may not reveal or use any confidential information pertaining to the employer as part of any outside employment or to otherwise obtain work or business for another employer or themselves.

Employees are required to notify their supervisor of outside employment under the Conflict of Interest Policy as stated above.

Confidentiality

During your employment, you may have access to confidential, proprietary, trade secret, or sensitive business information, either because you help to develop the information or because you need that information to do your job. Confidential information includes, but is not limited, to the following:

- Parishioner lists
- Diocese or donor financial information (including, for instance, compensation amounts from individual donors)
- Sensitive counseling information
- Personnel information or other private personal information (including addresses and phone numbers) regarding coworkers, students, parishioners or their families
- Confidential legal matters
- Employee health information
- Federal identification information such as social security numbers
- Information learned or obtained as part of a diocesan investigation, if the employee has learned of such information as part of his duties for the diocese, or the employee has been instructed to by the diocese or local employer leadership to keep information concerning the investigation confidential
- Criminal background information and related data
- Business and donor relationships between the employer and businesses and benefactors
- Sacramental information

- Any other personal or sensitive information obtained by the employer or any of its officers, agents, or employees as part of their duties in the course of their employment
- Information recognized as confidential or prohibited from disclosure under Federal or Florida law

Employees may not improperly disclose non-public confidential, proprietary, trade secret, or sensitive business information to anyone outside the diocese, or use such information other than pursuant to their employment by and for the benefit of the diocese.

You should be careful, even in the office, not to leave confidential papers out in the open or in a public area and not to discuss confidential information in public areas, with non-employees, or where non-employees may hear the conversation, including reception areas, hallways, restrooms, or stairways. You should not leave such information visible on your computer screen and should take measures to minimize the risk of a non-employee being able to view confidential information. It is your duty to maintain the confidentiality of information even after separation of employment.

Important Points:

1. You should not discuss or share confidential information with anyone who does not have a legitimate business “need to know.” A person has a need-to-know if disclosure of the information to that person assists performance of his or her assigned duties. Need-to-know must be prudently determined. An individual does not have a need-to-know merely because of title or position. On the other hand, need-to-know should not be used to hide or obscure information from someone or some groups within the diocese with a valid interest and requirements for such information.
2. The disposal of all confidential information will be done with great care ensuring that such disposal will prevent either knowing or unknowing access to such information by unauthorized individuals. Typical disposal methods will include shredding of documents or maintenance of locked files for those documents which must be kept in possession of the employer. See the diocesan record retention policy issued by the Chancellor.
3. Individuals who intentionally or unintentionally divulge confidential information may be subject to discipline up to and including termination.
4. Nothing in this policy prohibits employees from reporting violations of law to law enforcement or appropriate government officials or agencies.

Social Media Policy

Definition of Social Media: Any web-based mobile technology which is designed to turn communication into interactive dialogue. This includes, but is not limited to, use of blogs, wikis, message boards, and forums; Facebook; Instagram; Snapchat; MySpace; YouTube; Twitter; LinkedIn, etc.

We respect the rights of employees to create and maintain personal social networking websites and blogs. Ultimately, however, you are solely responsible for what you post online. Employees must keep in mind that although websites, social networks, and blogs are generally viewed as a medium of personal expression, the posting of certain comments and information may have a harmful effect on the diocese and the employer, its reputation, and its employees. In light of this,

we require that employees adhere to the following provisions regarding the use of personal and professional websites, social networks, and blogs. (Please also refer to the *The Network Acceptable Use Policy* for all Parishes, Schools, and Entities of the Diocese of St. Augustine computer policies for additional guidance on the appropriate use of technology.)

1. Employees should not create, post, or otherwise access blogs, social networks, or personal websites for personal use during working time. In other words, time spent on personal networking websites must not interfere, in any way, with an employee's job performance. Employees may access websites, blogs, and social networks for legitimate professional job-related purposes during the workday with the approval of their supervisor.
2. Employees should not use their employer email addresses to register on social networking sites, blogs, or other online tools utilized for personal use. Personal email addresses should be used for that purpose.
3. Never post any information or rumors about your employer, the diocese, its directors, officers, managers, supervisors, or employees which you know to be false or have no basis to believe to be true.
4. If you identify yourself as an employee of the diocese or your employer on a personal website, weblog, or social network, please make it clear to your readers that the views you express are yours alone and do not necessarily reflect the views of the diocese or your employer. You may never represent yourself as a spokesperson for your employer or the diocese. In the event you identify yourself as an employee on a personal website, weblog, or social network, to help reduce the potential for confusion, we require you put the following notice in a reasonable prominent place on your site:

"The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer or The Diocese of St. Augustine."

5. Employees are prohibited from disclosing information that violates the *Confidentiality* section contained in this handbook. If you have any questions regarding whether certain information is confidential, privileged, or proprietary, it is best to inquire of the diocesan Director of Communications first, before disclosing the information.
6. The diocese and the employer have exclusive rights with respect to certain concepts and developments you produce that are related to your work. When posting comments to social media sites, employees must not include any trade secret or other confidential or proprietary information of the diocese or your employer. Please consult with the Director of Communications if you have questions about publishing anything that may be related to the diocese on your site.
7. Employees are prohibited from providing a link or otherwise referring to the diocesan website or employer website on their personal website, social networks, or blogs without first identifying themselves as diocesan employees.
8. Policies regarding workplace conduct in our churches, offices, and schools also apply to online activities. In other words, we will not tolerate the posting of any information about other employees, vendors, partners, affiliates, agencies, and schools which may lead to a hostile work environment, including obscene, vulgar, threatening, intimidating, or

malicious information, or information that constitutes a violation of our policies against discrimination or harassment on account of age, race, color, religion, sex, national origin, disability, or any other protected characteristic.

9. We reserve the right to monitor professional websites, social networks, or blogs created on or accessed using our computers.
10. Retaliation is prohibited. We prohibit taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees who violate this Social Media Policy may be subject to disciplinary action, including termination of employment. If you have questions about this policy, or any matter related to your site that this policy does not address, please consult with the Director of Communications.

Contact with the Media

It has always been the policy of the diocese to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on diocesan matters appropriate for public knowledge. To ensure accuracy regarding the employer or the diocese of its actions, the Director of Communications or her/his designee will serve as the only authorized media spokesperson for the diocese or this employer. Employees should refer any media inquiries to the Director of Communications. No other employee may speak on behalf of the diocese or this employer to any media representative without prior consultation with the Director of Communications and approval of diocesan leadership.

Weapons Policy

In the interest of maintaining an environment that is safe and free of violence for its employees and visitors, the employer prohibits the unauthorized wearing, transporting, storage, presence or use of illegal firearms or other dangerous or illegal weapons or explosives on property. Any employee who violates this policy is subject to disciplinary action, up to and including termination. A client or visitor who violates this policy may be removed from the property and reported to police authorities. This policy does not apply to law enforcement personnel or security personnel engaging in official duties.

In accordance with Florida's Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008, an employee may possess a firearm while on diocese premises only if all of the following conditions are met:

- The firearm is legally-owned and lawfully possessed by the employee;
- The employee has a concealed weapon or firearm license;
- The firearm is locked inside the employee's vehicle or locked to the employee's vehicle, and is out of sight while the vehicle is in the parking lot; and
- The employee is lawfully on the premises.

School Property

Notwithstanding the above, the diocese strictly prohibits any possession of firearms anywhere on the grounds of any real property owned or leased by the diocese that includes the facilities of any

elementary, middle, or secondary school during hours when school is in session or during the time of a school sanctioned activity.

Diocesan Vehicles

Notwithstanding the above, the diocese strictly prohibits any possession of firearms in any motor vehicle owned, leased, or rented by the diocese or employer.

"Diocesan Property" covered by this policy includes all diocesan-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways located on property owned by the Diocese.

"Dangerous Weapons" include, but are not limited to, handguns, firearms, explosives, knives and other weapons further defined by Florida statute and/or local ordinance.

Employees have the responsibility to make sure that any item that is possessed by them is not prohibited by this policy.

The following searches may be requested or conducted at any time to determine compliance with this policy:

- Searches of diocesan or employer-owned, leased or rented vehicles;
- Searches of any vehicles on school property
- Searches of privately owned vehicles, provided the search is conducted by law enforcement personnel only and is based on due process and in compliance with constitutional protections; and
- Searches of packages, containers, briefcases, purses, lockers, and desks

Any employee failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including termination

If a prohibited weapon is found in the possession of any individual on diocesan or employer property, do not address that person. Instead, notify a member of administration. If you or someone else is at immediate risk of harm, call 911.

Children in the Workplace

Children are not permitted in the workplace in lieu of child care arrangements. The presence of children, visitors, or family members during work hours, except for an occasional basis for a brief visit, is to be avoided. Employees with dependent children are expected to make regular arrangements for proper care of their children while at work. Parents may use vacation time when childcare issues arise.

This is not to say that we don't encourage employees to have their family visit to see where they work. In fact, we encourage and welcome them.

As a rule, it is inappropriate for children to be in the workplace on a regular or sporadic basis, such as after school each day, on holidays when day care is not available, or when children are ill. In the rare instance when there are no other alternatives, and an employee must bring a child to the workplace, advance approval should be obtained from the Lead Administrator and the duration of the child's visit to the workplace should be kept to a minimum. It is essential that

parents provide close constant supervision of their children while they are in the workplace. Children who are ill should never be brought to the workplace.

Liability issues surrounding the actions of employees' children while in the workplace can complicate the insurance claim process should accidents occur. Our liability insurance may not cover injuries to children in areas of the business deemed suitable for employees only. Additionally, worker's compensation insurance only covers traditional employees -- not children in the office.

As for employee productivity, employees watching children at the office cannot focus on their work; it also makes it difficult for other workers to remain focused. Through our discussions with employees in the past, they have indicated that it makes them very uncomfortable working while a co-worker's child is present, but they refrain from telling their coworker to avoid hurt feelings. So please, avoid bringing children to work.

Accidents/Workers' Compensation

We take our responsibility for the physical safety of employees very seriously and require employees to share the responsibility for personal safety and the safety of others while on work premises and during all work-related assignments. Workers' Compensation insurance is provided to compensate employees for loss of earnings and cost of medical services resulting from job-connected injuries.

When an employee is injured at work, he/she must immediately contact the Business Manager or Lead Administrator who will then contact the Director of Risk Manager (904) 262-3200 ext. 131 who will begin the claims administration. For life threatening injuries, 911 should be called immediately. For any workplace injury, employees may be asked to undergo drug/alcohol testing. Refusal to consent to drug or alcohol testing may be grounds for termination.

Dispute Resolution- Just and Fair Treatment

As we strive to minister in our work, we are expected to work with others who are also pursuing the diocesan mission. Sometimes, differences may develop which interfere with effectiveness. Whenever this happens, it is important that employees know the procedures by which these differences can be addressed.

It is essential that a difference—a single incident or a series of misunderstandings causing conflict—be resolved as quickly as possible to restore harmony and ministerial effectiveness. Every person has the right and the responsibility to initiate these procedures if he/she is experiencing what is perceived to be unfair treatment by another staff member.

Problem-Solving Procedure

We foster a free interchange between employees and their supervisors and all levels of leadership in your workplace through an active "open door" practice. Employees need to know that no individual will be penalized or retaliated against for discussing questions or complaints on any job-related issue. However, it is necessary that employees follow a "Chain of Command" when filing any complaint or grievance. This chain of command is

- 1.) Immediate Supervisor
- 2.) Supervisor's Manager/Director
- 3.) Lead Administrator

* When called upon, the Local HR Representative can assist all parties through the process and facilitate the attainment of a resolution.

Special Note regarding chain of command: *If an employee feels she/he has been or may be subjected to any form of harassment and/or discrimination, the employee can report that conduct to any of the following: his/her immediate supervisor, another member of management, Pastor, Superintendent, School Principal, a Diocesan Human Resource Professional at the Catholic Center (904) 262-3200, or the Chancellor at the same telephone number. In cases of harassment, you do not have to follow a chain of command. See the **Anti-harassment / Anti-Sexual Harassment Policy contained in this handbook.***

Absent these circumstances, every effort should be made to allow the immediate supervisor an opportunity to resolve your complaint.

Problem-Solving Procedure

Step One: An employee with a problem will initially approach his/her supervisor. Ordinarily, this should be initiated within seven (7) calendar days of the incident in question. It is the supervisor's responsibility to ensure that the problem brought forth receives attention. The supervisor will listen to the problem and render a decision. The supervisor should respond to the problem through discussion and consultation and, if deemed appropriate, seek assistance from the pastor, principal, or other management level if further consultation seems warranted. If the supervisor believes that no action is warranted or possible, the employee should receive an explanation as to the reasoning of such a decision within three (3) working days from the situation being brought to his/her attention. In the event of the absence of the immediate supervisor, a designated supervisor will act on his/her behalf.

Step Two: In the event that the employee feels the problem remains unresolved following discussions with the supervisor, the employee should submit the problem in writing to the supervisor's manager within five (5) working days. Upon reviewing the problem, the supervisor's manager will render a decision within five (5) working days after receipt of the written complaint. This decision will be shared with the employee in writing or verbally through a meeting, or both.

Step Three: If steps one and two have been followed and were not satisfactory to the employee, the written problem may be submitted to the Lead Administrator (for a parish, this would be the Pastor, for a School this would be the Principal; for the Catholic Center, this would be the Chancellor, etc.), where a final decision will be made. In some cases the Lead Administrator and the supervisor may meet with the employee to provide a more detailed explanation of the problem and/or action to be taken.

All time limits in the problem solving procedure may be extended by mutual consent of the persons involved. The failure of the employee to carry an unsolved problem to the next step of the problem solving procedure ends further consideration of the problem.

Disciplinary Action

We expect that following basic standards of conduct will promote a high quality work environment and ensure responsible behavior. You must, at a minimum, perform adequately in your position, follow the rules established by your department or supervisor, follow the policies of the diocese and the law, act with honesty and integrity, and respect the rights of others in the work environment. Also, any act that interferes with the rights or proper interests of the diocese or its staff may subject you to disciplinary action, including termination.

Discipline may take the form of verbal or written warnings, suspension with or without pay (exempt and non-exempt employees), or termination of employment. You may also be suspended with or without pay during any investigation of possible misconduct. All disciplinary action is administered with consideration given to the seriousness and frequency of the offense, your past record

(including work history and earlier disciplinary record), and the circumstances surrounding the particular case. Because of the individual nature of each situation, we reserve the right to impose disciplinary action appropriate to the circumstances.

The following list of violations is published for your information and to minimize the likelihood that any employee, through misunderstanding or otherwise, becomes subject to any disciplinary action. This list does not include all acts or omissions that may lead to disciplinary action due to an ever-changing work environment:

The following (not all-inclusive) conduct may be cause for disciplinary action which includes termination:

1. Violating employer rules, policies, items in this employee handbook and any local supplemental policies or appendices, or departmental work rules.
2. Violation of any part of the Teacher-Minister or Principal-Minister contract including the *Affirmations for Working in a Catholic School Statement* contained therein and the *Code of Ethics for Educators*.
3. Misconduct off duty which reflects, discredits on or causes embarrassment to the diocese or the organization. Off-duty conduct constituting serious public immorality, public scandal, or publicly advocating positions or engaging in activities that would impair an individual's ability to effectively perform the duties his/her position.
4. Conduct that violates the religious, moral or ethical principles and directives of the diocese and the Roman Catholic Church.
5. Inappropriate social media postings.
6. Violations to the Safe Environment Policy; inappropriate physical contact with students, parishioners, co-workers, volunteers, or clients.
7. Insubordination: Refusal to perform work-related assignments as instructed by a member of management.
8. Dishonesty, including misrepresentation of facts or falsification of records, including personnel records, employment application, medical records, leaves of absence documentation, or other work records. This same honesty standard applies to any investigation.
9. Inefficiency, incompetency, or inability in the performance of duties; poor performance or work quality.
10. Careless workmanship or negligence in the performance of duties.
11. Any act directed at a supervisor, department director, employee or representative that would intimidate, threaten, coerce or cause physical harm.
12. Failure by a Principal-Minister, Teacher-Minister, ELC Director, or supervisor to provide a safe environment for students, employees, volunteers, or the public. Disregarding safety and/or security regulations, policies, or safety rules.
13. "Horseplay" which endangers self or other employees.
14. Sleeping, loitering or loafing during working hours.
15. Violation of the Substance Prevention Abuse policy, including, but not limited to, use or possession of alcohol or drugs in violation of this policy, or refusing or interfering with testing in violation of the policy.
16. Unlawful manufacture, distribution, dispensing, possession or use of controlled substances on diocesan property.
17. Lost time from work as a result of criminal charges that interferes with the effectiveness of the ministry or work for the department, whereby the arrest relates to suitability of the individual to perform duties in a particular position, especially where it reflects, discredits on or causes embarrassment to the diocese, public immorality, public scandal or engaging in activities that violate the religious, moral or ethical principles and directives of the diocese and the Roman Catholic Church.
18. Deliberate or careless conduct endangering the safety of self or other employees, including the provocation or instigation of violence.

19. Excessive, unnecessary or unauthorized use of diocesan supplies, materials, equipment, or vehicles particularly for personal purposes.
20. Unauthorized use or misuse of computer systems, equipment, and software.
21. Careless, negligent or improper use of diocesan property; careless, negligent or improper use of official vehicles.
22. Conducting personal business during working time.
23. Unauthorized posting or removal of any information from bulletin boards or other diocesan property.
24. Excessive or unauthorized use of telephones.
25. Failing to immediately report to the supervisor any workplace injury.
26. Tardiness or absenteeism; failure to notify supervisor of absence.
27. Absence without notifying supervisor prior to the scheduled job starting time (no call, no show) or leaving work without the permission of the supervisor.
28. Abandonment of employment: failure to report to work for three consecutive days without proper notice to supervisor.
29. Criminal charges or conviction for any felony or any other crime involving moral turpitude, or which crime reflects discredit on the diocese and/or the Catholic Church.
30. Fighting or using obscene, abusive, or threatening language or gestures.
31. Stealing or attempting to steal money, time, or property or any individual on property; misappropriation of funds or other assets.
32. Gambling during working hours.
33. Disorderly or immoral conduct on premises.
34. Smoking where/when prohibited, including the use of e-Cigarettes.
35. Failure or refusal to cooperate in any investigation into wrongdoing of the employee or others.
36. Any other conduct which, in the sole discretion of diocesan leadership or local leadership, constitutes a cause for disciplinary action.