



The Workplace

Employee Handbook



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Open Door Policy

The Diocese has an Open Door Policy that is designed to encourage employees to bring forward any concerns or questions so that the Diocese can address such issues constructively together with the employee or volunteer. Having an *Open Door* policy means that the door to an employees' supervisor's office (whether real or figurative) is always open. We hope employees will feel comfortable speaking with their supervisor about any questions or concerns they have.

The Diocese has also designated the Director of Human Resources to receive and investigate concerns and complaints including those pertaining to human resource issues, such as complaints of discrimination, harassment, retaliation, or any conduct that is perceived to be unfair or unethical.

If employees are not comfortable speaking with their supervisor about a concern or a question, they should then address the concern(s) to their supervisor's manager and then the Pastor, Superintendent or the Director of Human Resources. Allegations of improper conduct will be investigated as fully and as confidentially as possible. It is a violation of the Diocese's policies to retaliate against any employee who brings a good-faith concern to the Diocese's attention.

Professional, Moral, and Ethical Conduct

All Diocesan employees at any level will maintain and adhere to the highest moral and ethical standards as prescribed by the Catholic Church. The purpose of this policy is to assure that each Diocesan employee comply and execute their duties and responsibilities in keeping with all Diocesan employee standards of moral and ethical conduct.

Diocesan employees are not allowed to solicit or give the appearance of soliciting money, services, or goods from parishioners, vendors or anyone doing business with the Diocese for their own personal use or benefit. Should the employee receive any gift of \$25.00 or more, they may be subject to the applicable IRS tax laws. Employees should take the necessary steps to follow all IRS income regulations and guidelines. Additionally, Diocesan entities should add disclaimers to their "Contracts for Service" that employees are paid set wages as part of their job for working events (i.e., weddings, funerals, etc.) and any additional gifts or gratuities are voluntary and optional.

Professional, Moral, and Ethical Conduct (Cont.)

Although it is impossible to define every responsibility or expected standard of conduct, employees are generally expected to adhere to the moral and ethical teachings of the Catholic Church in all dealings. Standards of conduct include but are not limited to:

- Act in an honest moral manner regarding all Diocesan situations, issues and interactions.
- Treat co workers, Pastors, supervisors, volunteers, and parishioners with dignity and respect, regardless of their human diversity.
- Be prudent and attentive to sensitive and confidential information.
- Perform assigned job duties and responsibilities in a professional manner.
- Engage in moral and ethical conduct consistent with the Teachings of the Catholic Church.

Failure to exercise and adhere to established rules, duties and responsibilities might possibly lead to unnecessary scandal to the Diocese and the Church. Failure to comply with rules and responsibilities may result in disciplinary action, up to and including termination.

The following is a summary of the Diocese's policy with respect to (1) gifts, favors, entertainment and payments given or received by the Diocese's employees, (2) potential conflicts of interest and (3) certain other matters:

General Policy Application

A. Gifts, Favors, and Payments by the Diocese:

Gifts, favors, and payments may be given to others at the Diocese's expense, if they meet all of the following criteria:

- a. They are consistent with accepted business practices;
- b. They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff;
- c. They are not in violation of applicable law and generally accepted ethical standards; and
- d. Public disclosure of such gifts, favors or payments will not embarrass the Diocese.

General Policy Application (Cont.)

- e. Payments or other compensation to or for the benefit of employees or volunteers (or their family members) not required by written contract are contrary to the Diocese's policy, and are therefore not allowed.

B. Gifts, Favors, Entertainment and Payments Received by Employees:

Employees shall not seek or accept for themselves or others any gifts, favors, entertainment, or payments without a legitimate business purpose nor shall they seek or accept personal loans other than conventional loans at market rates from any persons or business organization that do or seek to do business with the Diocese. In the application of this policy:

- a. Employees may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:
 - a. Lunch and/or dinner with vendors, sometimes including spouses, as long as the invitation is extended by the vendor and not solicited by the employee.
 - b. Gifts of small value from vendors such as calendars, pens, pads, knives, etc.
 - c. Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor. These are not to be solicited by the employee and must be approved by the manager/supervisor.
 - d. Perishable gifts, usually given during the holidays, such as hams, cookies, nuts, etc., are acceptable.
 - e. Day outings such as golf, fishing, and hunting are acceptable with prior approval from the manager/supervisor. The vendor must be in attendance and participation by the employee's family members is not acceptable.
 - f. It is never permissible to accept a gift in cash or cash equivalent such as stocks or other forms of marketable securities of any amount.

Supervisors should not accept gifts from those under their supervision of more than limited value.

C. Conflicts of Interest:

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Diocese. As in all other facets of their duties, employees dealing with parishioners, suppliers, contractors, volunteers or any

General Policy Application (Cont.)

person doing or seeking to do business with the Diocese are to act in the best interest of the Diocese. Each employee shall make prompt and full disclosure in writing to their manager of any potential situation which may involve a conflict of interest. Such conflicts include:

- a. Ownership by employee or by a member of their family of a significant interest in any outside enterprise which does or seeks to do business with the Diocese.
- b. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise which does or is seeking to do business with the Diocese. Exceptions to this can be approved by the manager/supervisor.
- c. Acting as a broker, finder, go-between or otherwise for the benefit of a third party in transactions involving or potentially involving the Diocese or its interests.
- d. Any other arrangements or circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the Diocese.

D. Confidential Information:

The revelation of or use of any confidential information, data on decisions, plans, or any other information which might be contrary to the interest of the Diocese, without prior authorization, is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, particularly personnel information, is strictly prohibited and may subject an employee to discipline up to and including immediate termination. Any HIPAA violations may also be subject to fines and/or imprisonment.

E. Compliance:

Any Diocesan employee having knowledge of any violation of the policy shall promptly report such violation to the appropriate supervisor. Each manager/supervisor is responsible for compliance in their area of responsibility. When questions arise concerning any aspect of this policy, contact the Director of Human Resources.

All employees must sign and comply with the Code of Conduct. Failure to comply with the Code of Conduct may result in disciplinary action up to and including termination.

Solicitations, Distributions, and Postings

Employees may not solicit fellow employees, parishioners or vendors for things such as school fundraising, cosmetic sales, multi-level marketing sales, etc. during working hours. Upon approval of the manager/supervisor, if the office has a break room, literature and/or order forms for products/services consistent with Catholic teaching may be left in the break room, for a limited time. Employees have the right to refuse participation regarding the approved posted material. Employees should not be forced or harassed to support events, purchase merchandise, etc.

Employees should not be solicited for sales for non-Church or non-work related products and services by outsiders during their working hours. External salespeople will be informed of the policy and asked to leave the premises.

Bulletin boards at the workplace are the property of the Diocese. The manager/supervisor may designate a bulletin board for employee usage, but will approve all content posted. Any postings considered inappropriate for the workplace, derogatory, or contrary to the teachings of the Catholic Church will be removed. Posting of inappropriate material or defacing of approved materials is inappropriate and will result in disciplinary action, up to and including termination. If employees have questions regarding whether an item is suitable to be posted, please ask your manager/supervisor or Human Resources Business Partner.

Management reserves the right to remove any item from the bulletin board deemed inappropriate. Employees are expected to help maintain the bulletin board by removing expired items. Employees may post items only on the employee designated bulletin board.

In compliance with Federal and State employment laws, the Diocese will maintain conspicuously displayed, mandated federal and state posters at all Diocese worksites.

Stewardship of Diocesan Resources

Employees are required to exercise good stewardship in use of Diocesan resources, assuring that expenditures are reasonable, appropriate, and consistent with the mission of the Church. They must also be consistent with Diocesan accounting guidelines and policies.

Use of Diocesan resources for personal business, including, for example, unauthorized

Stewardship of Diocesan Resources (Cont.)

use of the Diocese's tax exempt status, vendor contracts, electronic equipment, and office supplies is prohibited unless, in the case of a non-profit extending the mission of the Diocese, prior approval has been granted in writing by the manager/supervisor.

Confidentiality

Due to the very special nature of the work of the Diocese, much of the business conducted in the offices is of an extremely confidential nature. The handling of matters involving employee's lives and the trust that they have in the Church require that all Diocesan business be conducted with great moral and ethical care in detail and with the recognition of its confidential nature.

Therefore, the sensitive or confidential matters of the Diocese, whether involving persons, policies, or finances, must be maintained in the strictest confidence and must not be discussed with anyone, including fellow employees or family members, unless permission is received and clearly communicated from the manager/supervisor.

Confidential or proprietary information includes, but is not limited to database information, phone numbers, addresses, health conditions, sacramental status and the identity of individuals who have confidential appointments with priests or others.

Employees who come into contact with protected health information in the course of conducting their job duties are required to treat this information confidentially and in accordance with applicable federal HIPAA regulations. This includes confidential or personal health information about employees, priests, parishioners and others served by the Diocese.

Employees are bound by this requirement on confidentiality both during and after their employment with the Diocese.

Copyright Policy

By accepting employment, an employee agrees that the Diocese will own any and all inventions that, in its opinion, are made on Diocesan time or with Diocesan assets, that relates to the Diocese's business or that are required to meet its obligations and that

Copyright Policy (Cont.)

the employee will assist the Diocese in perfecting and protecting its title to inventions. Homilies and all products which are classified under intellectual property by clergy are exempted from this provision.

Employees should respect all copyright and other intellectual property laws. For the Diocese and employees' protection, it is critical that employees show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Diocese's own copyrights, trademarks and brands.

It is unethical and illegal to reproduce copyrighted texts, music and resources by any means without written permission of the copyright owner. The fact that these duplicated materials are not for sale but for private use does not alter the legal or moral situation of copying without permission.

This policy includes all current and future technologies, such as audiotapes, videotapes, "thumb drives", programs, and Internet resources.

It is the intent of the Diocese of Fort Worth to comply with the provisions of the current copyright laws and Congressional guidelines from the Copyright Act of October 19, 1976 (Public Law 94-553). Teaching professionals and ministers are responsible for knowing the fair use guidelines of copyright law.

The Diocese directs that the employees comply with all provisions of Title 17 of the United States Code entitled "Copyrights," and other Federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials. The infringement of copyright and plagiarism of any sort by Diocesan employees is prohibited.

The Diocese further directs that:

- Unlawful copies of copyrighted material may not be reproduced on Diocesan-owned equipment.
- Unlawful copies of copyrighted material may not be used with Diocesan-owned equipment, within Diocesan-owned facilities, or at Diocesan-sponsored functions.
- The legal and/or insurance protection of the Diocese will not be extended to employees who unlawfully copy and use copyrighted materials.

Copyright Policy (Cont.)

Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use or public display, and are expected to be able to provide, upon request, the justification under Sections 107 or 110 of the United States Code, Title 17, for copies that have been made or used. Current copyright information is available at the United States Copyright Office website <http://lcweb.loc.gov/copyright>. Copyright circulars explaining the laws are available free of charge from the United States Copyright Office, (202) 707-9100. Current copyright circulars are maintained at the Media Library of the Catholic Center, (817) 560-3300.

Employees who use copyrighted materials which do not fall within the fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:

- The individual employee or the Diocese has purchased the materials from an authorized vendor, and a record of the purchase exists.
- The materials are copies covered by a licensing agreement between the copyright owner and the Diocese or the individual employee.
- The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing, and a valid agreement exists which allows for such use.
- Fair use guidelines are established in the Copyright Act of 1976, Section 107. Section 107 states in part “Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies...for purposes such as criticism, comment, news reporting, teaching (including multiple classroom copies), scholarship, or research, is not an infringement of copyright.” Unauthorized use is considered “fair use” according to:
 - The purpose and character of use; (commercial and/or non-profit)
 - The nature of the copyrighted work;
 - The amount and substantiality of the portion used in relation to the copyrighted work as a whole and
 - The effect of the use on the potential market for, or value of, the copyrighted work.

The following warning of copyright should be reproduced verbatim and displayed at Diocesan-owned copy machines.

Notice Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Attendance and Punctuality

Assigned supervisors are responsible for the control and reporting of absenteeism and tardiness of employees under their direction and are ultimately responsible for identifying problems, counseling employees, and implementing any necessary disciplinary action.

Assigned supervisors must inform their employees of the established procedures regarding call in deadlines and the proper person to contact for reporting absences or tardiness. In turn, employees are expected to notify their assigned supervisor of appointments, meetings, etc. which take place away from the work location.

Hours worked as well as absences (whether vacation, sick time or holidays) shall be recorded by all employees in the approved time keeping system.

Employees are required to advise assigned supervisors in advance for planned absences and the reason for the absence in order to receive permission for the absence or to initiate leave protocols.

Attendance and Punctuality (Cont.)

- a. Employees are expected to be at work and be ready to work at the start of their scheduled work time.
- b. If an employee is late or anticipates being late, the employee must notify their assigned supervisor prior to the employee's normal starting time or as soon as safely possible (never communicate in an unsafe manner while operating a moving vehicle or in violation of the law). Notice must be given as to the nature of the illness or the reason for the absence or tardiness. If the absence continues beyond the first day, the employee must notify their assigned supervisor on a daily basis unless the supervisor arranges otherwise. Calls to non-designated individuals will not be considered appropriate notification. Calls by individuals other than the employee will not be accepted as appropriate notice unless approved by the assigned supervisor.
- c. Employees who fail to report to work for three consecutive business days without notifying the Diocese of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee or a representative is unable to contact the Diocese due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the Diocese within three days), the employee or his or her representative must contact the Diocese as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.
- d. As part of the notification process, the employee must make every attempt to communicate the duration of an absence and a return to work date whenever possible.
- e. For extended absences or absences with unknown return dates, a formal communication procedure should be established between the location/Diocese and the employee or the employee's designate.
- f. Employees absent due to the illness of a child, a doctor's appointment, or personal business must use sick days or vacation days for the absence, as described in the relevant policies. Normally, unpaid leave will be granted only after all available paid leave has been used. An unexcused absence is one which is not approved by the supervisor and may result in a loss of pay for the time of the absence.

Attendance and Punctuality (Cont.)

- g. Failure to demonstrate regular and dependable attendance may lead to disciplinary action up to and including termination.

Employees may be required to provide certification from a health care provider at any time for absences due to illness. An employee who is absent for three or more consecutive regular scheduled work days, or who has a pattern of absenteeism, will be required to bring a physician's statement when he/she returns to work. The medical excuse is due on the first day of returning to work. Refusal of any employee to submit such a statement may result in disciplinary action up to and including termination.

Attire and Grooming

Style of clothing must always reflect a respect for the Diocese. Attire is to be appropriate to the duties the employee performs and the environment in which the employee works. Clothing must be clean, in good repair and professional in appearance. The location manager/supervisor may decide, in collaboration with staff, what attire is suitable for the work place. Employees' appearance should not create a disruption in the workplace.

- a. Good personal hygiene is a must. Heavy and strong perfumes, colognes, scented lotions or creams are not to be used. Hair must be clean and not in the way of work.
- b. Body piercings, art tattoos or other body adornments must not distract, interfere or present an image or message counter to Catholic teaching as determined by the Diocese. Employees may be asked to remove, cover, or in extreme cases of conflict with the ministry, leave employment.
- c. Employees may not wear or display materials in the workplace endorsing or advocating for any issues contrary to the teachings of the Catholic Church.

Volunteer Activities

Non-exempt employees may not provide volunteer services that are included in or are similar to the work duties for which they are paid or others in a similar position in the Diocese are paid. If an employee provides such services, the employee must be paid for them.

Working Environment

The Diocese believes a healthy work environment in which employee's spiritual and overall wellbeing is of the utmost importance.

The Diocese works to ensure Safety and Risk Management items are in compliance. In the event of an employee workplace injury, employees should report their injury to their supervisor within 24 hours. Any injury will then be reported to the Diocesan Worker's Compensation Insurance Company by the appropriate contact at each location.

Employees should do their best to schedule appointments, other than for on-the-job worker's compensation injuries, outside of working hours. In circumstances when this is not a plausible option, employees should work with their direct supervisor to find an agreeable schedule in the event of a doctor appointment, child event, etc.

Employees are encouraged to continually grow in their faith and attend Catholic Mass at a parish of their choosing.

Severe Weather

Occasionally, severe weather may create a serious transportation hazard and make it difficult for employees to come to work. When the local school district determines that closure, early dismissal or a delayed opening is advisable due to weather conditions, and announcements of the school district's decision are made on the radio and television, the Diocese, parish or school offices will likewise follow that decision. If school is not in session, then the decision will be based on the local weather recommendations of the media.

Such closures, early dismissals or delayed openings will be considered paid absences for all employees who regularly work at least twenty hours per week and are scheduled to work the day of the closure, early dismissals or delayed openings, and employees will be compensated for that time as if they had worked, but will not count as hours worked when calculating overtime. If individual employees are unable to report to work during extreme weather conditions and the local Diocesan, parish or school office remains open, those employees may use available vacation time or be unpaid.

Employees should report to work unless the weather proves to be an actual safety threat or a closing has been announced. Employees may live in geographically dispersed areas, so weather in one area may not be the same as other areas.

Severe Weather (Cont.)

Employees should use their own judgment in determining whether travel to work poses a risk to their safety and must notify the supervisor if they will be late or absent from work due to severe weather.

Pets in the Workplace

Pets are not allowed to stay with or be cared for by employees on Diocesan property with the exception of service animals trained to assist or accommodate an employee's sensory, mental or physical disability. Proof of medical necessity may be required by the manager/supervisor. Exceptions to this policy are for pre-scheduled and pre-approved visits.

Accommodation requests for Service Animals must be brought to the Director of Human Resources for authorization.

Children in the Workplace

Policy Statement

This policy addresses the factors to consider when allowing an employee to bring their children into the Offices of the Parishes, Schools, and/or the Catholic Center office or workplace.

Circumstances in which employees want to bring children into the workplace generally fall into the following acceptable categories:

- Volunteering
- Brief visits (e.g., an employee brings his/her child, grandchild or other minor relative in to introduce that child to co-workers).
- Specific campus events that are employer-sanctioned and at which attendance by children is encouraged (e.g. celebrations).
- In the event of an emergency or extraordinary circumstance.
- Children defined as ages up to age 18. This includes one or more children.

Children in the Workplace (Cont.)

Abuse of policy

Children are not to be brought to the workplace on a regular basis in lieu of normal provisions for their care.

Supervision

1. All children under the age of 18 must be supervised at all times and must not disrupt others in the workplace. (*Exceptions can be made by Management, on a per case basis.*)
2. Children are not allowed to wander the offices without direct supervision from the responsible guardian, or party.

Responsibilities

If and when such an exception has been granted, the following responsibilities ensue:

- Secure permission from their supervisors before bringing children into the workplace for an extended period to be more than one hour.
- Ensure his or her children behave appropriately while in the workplace, and that there is no disruption to co-workers and colleagues.
- Ensure his or her children stay within visual range at all times and don't wander off to other offices, run down the halls, or visit the kitchen and/or restrooms on their own.
- Ensure that when children are sick, that they're not brought to the Parish, School or the Diocese of Fort Worth's Catholic Center, as a courtesy to the staff and for the common good of all concerned.
- The staff member accompanied by children is the primary supervisor of the children while visiting the Parish, School or Diocesan Offices.
- Ensure that any confidential information cannot be heard by the visiting child for purposes of ensuring confidentiality in matters of the daily business of the Parish, School or Offices of the Diocese.
- Employee will accept all responsibility for all aspects of the child's behavior, including safety of the child, disruption to co-workers, unauthorized or inappropriate use of Parish/School resources, and any damage to property or injury to persons.
- The employee is responsible for accomplishing their duties and assignments when

Children in the Workplace (Cont.)

bringing children to work.

Leadership Responsibility

In allowing and exception, management should consider the following:

- The age of the child.
- Determine if the presence of a child poses any risk to self, employees, and/or visitors.
- Address any potential issues of disruption to co-workers.
- Consider the extent to which the child's presence in the Parish, School or the Catholic Center of the Diocese of Fort Worth, poses a risk to breach of confidentiality of information in the Parish, School or Catholic Center.
- Determine that risk is not likely to exist, or that risk can be easily controlled under the circumstances in which children will be present.
- Consider the extent to which the child's presence is appropriate to the specific work being accomplished.

Denial of permission

Notwithstanding the exceptions allowed by this policy, those in authority have the right to deny the presence of children in the workplace. They may revoke previously granted permission for the employee to bring the child to the Parish, School or the Catholic Center of the Diocese of Fort Worth. (*e.g., the child's presence is later determined to be disruptive to the Parish, School or the Catholic Center*).

Violations

Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

External Communications

This Diocesan communications policy is for all of the parishes, schools, and agencies of the Diocese. The objective of all Church communications is to communicate in a pastoral manner the position of the Church. In using the news media to communicate, every attempt will be made to show compassion, concern, and willingness to extend the love of Christ to all parties involved.

External Communications (Cont.)

Communication in Normal Situations:

- The Director of Communications shall serve as spokesperson for the Diocese.
- All matters of the Diocese that require news releases or public statements are to be reviewed and coordinated with the Director of Communications.
- All inquiries from the media shall only be referred to the Director of Communications.
- Under no circumstance is an employee allowed to speak on behalf of the Bishop or the Diocese without prior authorization.
- When employees make statements in public expressing their opinions, they have the responsibility to be clear that their opinions are personal and may or may not be the same as the Diocese.

Communication in Crisis Situations:

- In the event where media inquiries are urgent or in a crisis situation at the diocesan, parish or school level, the Director of Communications will serve as spokesperson for the Diocese. The Chancellor acts as spokesperson when the Director of Communications is not available.
- In matters involving the schools of the Diocese, the Diocesan Superintendent of Schools, if available, should be the first point of contact at the Diocesan level.

Materials are available from the Office of Communications to assist parishes, schools, and organizations in the Diocese of Fort Worth in preparing their own publicity materials.

Contact:

Office of Communications
Diocese of Fort Worth
The Catholic Center
800 W. Loop 820 South
Fort Worth, Texas 76108-2919

Electronic Communication and Internet Usage

Employees must use Diocese Internet and e-mail in a manner consistent with Diocesan mission and policies, and uphold the legal, ethical, and religious standards to which Diocese employees are bound.

- a. Internet and email activity are public in nature; confidential, private, and other information or materials exchanged may be subject to supervisory review or discovery in a legal process. All Internet and email activity are property of the Diocese. The manager/supervisor or their delegate may monitor the use of Internet, email, and web sites accessed. Misuse or abuse of the Internet may result in cancellation of an employee's Internet access and may result in disciplinary action up to and including termination. Personal use of the Internet is to be limited so that it does not interfere with the performance of job duties as determined by the supervisor.
- b. The ability to connect to websites that contain sexually explicit, racist, violent, or other potentially offensive material does not imply permission to access such materials. Connecting to web sites, listservs, newsgroups, blogs, social networking sites, online games or chat rooms that discuss or contain these topics, or engaging in any form of cybersex, is prohibited. Employees who discover they have inadvertently connected to these sites must disconnect immediately. Internal and external email or other computing resources may not be used to send, receive, reproduce, display, or store any illegal or potentially offensive material. Internet and email messages intended to harass, annoy, or alarm another individual are not allowed.
- c. Internet and email resources provided by the Diocese may not be used to conduct private business.
- d. System hacking, password guessing, file decryption, bootleg software copying, or similar unauthorized attempts to compromise security measures may be prohibited by law and are not allowed.
- e. Regardless of the circumstances, individual passwords must never be revealed to anyone else besides the authorized user. Access to files, applications, databases, computers, networks, and other system resources through shared passwords or a group password is prohibited.

A supervisor's permission is required in order to subscribe to listservs, newsgroups, or use social media with Diocesan or entity-issued e-mail; use of this resource during

Electronic Communication and Internet Usage (Cont.)

working hours must also be work related.

- a. When an employee posts to a listserv or sends or receives email through the Internet, a disclaimer must be added to the signature block. The disclaimer includes the individual's name, office, and the following: "DISCLAIMER: The information in this message is confidential and may be legally privileged. It is intended solely for the addressee. Access to this message by anyone else is unauthorised. If employees are not the intended recipient, any disclosure, copying, or distribution of the message, or any action or omission taken by employees in reliance on it, is prohibited and may be unlawful. Please immediately contact the sender if employees have received this message in error. Thank you." It is important to note that when an employee, using Diocesan computer equipment, takes part in a discussion on the Internet, that employee represents the Diocese. Extreme care is to be taken to properly structure comments and questions by those authorized to post these resources.
- b. Downloading information from the Internet is similar to checking books out of a library; the information is borrowed, and copyright and intellectual property laws are to be strictly followed. Downloading may also expose the entity computer system to potentially harmful viruses, and care is to be taken when transferring data from other sites.

Equipment, Files, and Supplies

All equipment, files and supplies purchased by the Diocese for employee use in performing work duties are Diocesan property and may be subject to search or investigation. These properties are to be used for legitimate business purposes only and not for the personal use of employees. All Diocese equipment, files, and supplies must be returned to the Diocese when employment terminates.

Automobile Insurance/Driving Eligibility

Employees who drive as part of their essential job duties in performing Church business are required to purchase and maintain collision and bodily injury/property damage auto insurance at a minimum of \$100,000/\$300,000 liability level and to have a driver's license valid for operating a motor vehicle in the State of Texas. They must also be cleared to drive annually via the MVR check and every three years via the background check process.

Unless specifically authorized to the contrary, only employees are permitted to drive vehicles being used for Diocesan business. If an employee does not have a valid driver's license or is no longer able to be insured, he or she must report this information immediately to their assigned supervisor. Employees under the age of 21 may not, in the course of business, transport anyone under the age of 18 in their vehicle.

Employees who drive on Diocesan business are required to follow all traffic regulations, including posted speed limits, and are expected to maintain their personal driving record free from moving traffic violations and DWIs. The employee's vehicle must be currently registered and inspected with documentation properly displayed. Any motor vehicle violations should be reported to the employee's assigned supervisor immediately, and payment of any traffic citations will be the employee's responsibility. The Diocese may periodically audit driving records and/or driver's licenses for compliance with this policy. Any driving record that establishes a pattern of unsafe driving practices that may endanger the employee or others, or impact the employee's ability to perform job duties, could result in disciplinary action, up to and including termination of employment.

Refer to the Diocesan Insurance and Risk Management Handbook for complete details.

Dispute Resolution

When disputes occur, employees must treat all parties with dignity and respect and seek reconciliation and healing for those involved.

- a. In the spirit of the Gospel (Mt 18:15-18), employees should attempt to resolve disputes with one another in a timely manner through professional and respectful dialogue. If a dispute is not resolved, employees may seek the assistance of their

Dispute Resolution (Cont.)

supervisor(s) in writing. If the supervisor(s) require assistance in resolving the dispute, or if the dispute involves an employee and his or her supervisor, the parties may also seek the assistance of the Office of Human Resources which may offer suggestions, provide counsel, and coordinate conciliation/mediation processes to help the parties resolve their employment concerns. In addition, the Diocesan Office of Human Resources may be contacted for consultation and/or advice at any time by any party involved in the process.

- b. If the dispute involves the interpretation or implementation of a Human Resources policy or procedure, the employee may discuss the issue with the Diocesan Office of Human Resources. The Office of Human Resources will work with the employee, supervisor, and manager in an attempt to resolve the issue.
- c. After completing the process outlined above, employees may seek recourse through canonical processes. Employees are required to complete all canonical recourses available prior to seeking remedies under civil law. The first step in canonical recourse is to request reconsideration of an employment related decision in writing to the Bishop. This request must be sent within fifteen business days of the precipitating event. The Director of Human Resources may be contacted to assist employees in identifying available canonical recourses in a particular situation.

Outside Employment

An employer cannot dictate the activities of an employee outside of his/her assigned work hours or prohibit additional employment held by the employee. However, outside employment, or “moonlighting,” and other time consuming outside responsibilities can lead to divided allegiance, conflicts of time and interest, tardiness and absenteeism, and poor job performance.

Although the Diocese does not discourage outside employment and does encourage civic involvement, there are occasions when such activities may create a conflict of interest. Employees should not have additional employment or be involved with other activities that could interfere with providing their best performance for the Diocese, and such employment or activities must never result in a conflict of interest. Outside employment must not interfere with work assignments and performance or reflect

Outside Employment (Cont.)

negative publicity upon the Diocese. Employees are required to inform their supervisor if any outside employment is obtained.

Performance issues will be addressed if it becomes apparent that the other employment is interfering with the employees' current position.

Eligibility for Continued Employment

Continued employment is contingent upon many factors, including but not limited to; acceptable behavioral and performance standards, successful completion of regular background checks and timely completion of required training, as required by the current Safe Environment policies, other trainings as required, and conformance to applicable employment related policies.

Reporting of Policy or Law Violations

Employees are highly encouraged to report concerns about violations or suspected violations of Diocesan policy or civil laws and regulations as soon as possible. Employees should make their reports in writing and submit them to the Director of Human Resources or the General Counsel. The Diocese will, to the extent reasonably possible, keep confidential both the information and concerns reported under this policy, and its discussions and actions in response to these reports and concerns. In the course of its investigation, however, the Diocese may find it necessary to share information with others on a "need to know" basis. Employees who make a report of this nature in good faith will be protected from any retaliatory actions.

Whistleblower Protection

A whistleblower as defined by this policy is an employee of the Diocese who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Whistleblower Protection (Cont.)

Examples of illegal or dishonest activities are violations of federal, state or local laws; not reporting all monies collected; submitting fraudulent expense or mileage reports; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Director of Human Resources or the General Counsel. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas; to maintain confidentiality and to prevent retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Diocese will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Diocese Director of Human Resources or the General Counsel immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

The Employee Polygraph Protection Act generally prohibits employers from requiring or requesting an employee to submit to lie detector tests. Employers are also prohibited from discharging, refusing to hire, disciplining, or otherwise discriminating against an individual who refuses to submit to such a test, or solely on the basis of the results of such a test. In certain limited circumstances, an employer may ask an employee to take a polygraph test in connection with an on going investigation involving economic loss or injury, but the permissible circumstances are so limited and the procedures so strict as to make the practice not practical unless there is strong supporting evidence that the employee was involved in an alleged theft, sabotage, embezzlement, or related loss.

Anonymous Ethics Hotline Policy

Scope:

This policy applies to all Catholic Diocese of Fort Worth employees.

Purpose:

Catholic Diocese of Fort Worth is committed to the highest possible standards of ethical, moral and legal business conduct. In conjunction with this commitment and Catholic Diocese of Fort Worth's commitment to open communication, this policy aims to provide an avenue for employees to raise concerns and reassurance that they will be protected from reprisals or victimization for whistleblowing in good faith. However, if an employee feels that their anonymity is not required then they should follow our existing grievance procedure, as outlined in the "Workplace" section of the Employee Handbook.

Policy:

The whistleblowing policy is intended to cover serious concerns that could have a large impact on the Catholic Diocese of Fort Worth, such as actions that:

- May lead to incorrect financial reporting;
- Are unlawful;
- Are not in line with Diocesan policy, including the Code of Conduct; or
- Otherwise amount to serious improper conduct.

Regular business matters that do not require anonymity should be directed to the employee's supervisor and are not addressed by this policy.

Safeguards:

Harassment or Victimization

Harassment or victimization of individuals submitting hotline reports will not be tolerated.

Confidentiality

Every effort will be made to protect the reporter's identity by our hotline vendor. Please note that the information provided in a hotline report may be the basis of an internal and/or external investigation by our Diocese into the issue being reported. It is possible that, as a result of the information provided in a report, the reporter's identity may become known to us during the course of our investigation.

Anonymous Ethics Hotline Policy (Cont.)

Anonymous Allegations

The process allows employees to remain anonymous at their option. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Malicious Allegations

Malicious or false allegations may result in disciplinary action, up to and including termination.

Procedure:

Reporting

The whistleblowing procedure is intended to be used for serious and sensitive issues. Serious concerns relating to financial reporting, unethical or illegal conduct, should be reported in either of the following ways:

- **Website:** www.lighthouse-services.com/fwdioc
- **Telephone:**
 - a. In English: 1- 833-360-0004
 - b. In Spanish: 1- 800-216-1288
- **E-mail:** reports@lighthouse-services.com (must include Diocese name with report)

Reporters to the hotline will have the ability to remain anonymous if they choose. Please note that the information provided by you may be the basis of an internal and/or external investigation into the issue you are reporting, and your anonymity will be protected to the extent possible by law. However, your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to the Catholic Diocese of Fort Worth designee and may or may not be investigated at the sole discretion of the Diocese.

Employment-related concerns should continue to be reported through your normal channels such as your Pastor, Principal/Superintendent, Business Manager or Human Resources.

Anonymous Ethics Hotline Policy (Cont.)

Timing

The earlier a concern is expressed, the easier it is for us to take action.

Evidence

Although you are not expected to prove the truth of an allegation, the employee submitting a report needs to demonstrate in their hotline report that there are sufficient grounds for concern. At a minimum, the employee should provide a detailed description of what took place and/or why you believe there is a legitimate issue to be investigated.

How the Report Will Be Handled:

The action taken will depend on the nature of the concern. The selected review committee of the Catholic Diocese of Fort Worth will receive a copy of each report and follow-up reports on actions taken by the Diocese.

Initial Inquiries

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed upon action without the need for an investigation.

Feedback to Reporter

Whether reported directly to Catholic Diocese of Fort Worth personnel or through the hotline, the individual submitting a report may receive follow-up on their concern, such as:

1. Acknowledging that the concern was received;
2. Indicating how the matter will be dealt with;
3. Giving an estimate of the time that it will take for a final response;
4. Indicating them whether initial inquiries have been made;
5. Indicating them whether further investigations will follow, and if not, why not.

Further Information

The amount of contact between the individual submitting a report and the body investigating the concern will depend on the nature of the issue, the clarity of information provided, and whether the employee remains accessible for follow-up.

Anonymous Ethics Hotline Policy (Cont.)

Further information may be sought from the reporter.

Outcome of an Investigation

At the discretion of the Diocese and subject to legal and other constraints the reporter may be entitled to receive information about the outcome of an investigation.

The Catholic Diocese of Fort Worth reserves the right to modify or amend this policy at any time as it may deem necessary.

Disclaimer

NOTICE: This handbook does not guarantee continued employment, nor does it constitute a contract, express or implied, between any applicant, employee, or any other person and the Catholic Diocese of Fort Worth. No policy within this handbook shall be intended or construed to provide any contractual obligation in any manner. The Diocese reserves the right to change, alter, amend, discontinue, abolish, or depart from this handbook or any of the policies, rules, regulations, standards of conduct, protocols, services, programs, or activities within it at any time, without notice, at its discretion. The Diocese provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.