

# OFFICE EXPECTATION POLICIES

## Section 600

- 601\* Smoking Policy
- 602\* Use of Phone and Mail Systems Policy
- 603 Computer and E-Mail Usage Policy
- 604 Internet Usage Policy
- 605 Use of Equipment Policy
- 606\* Business Travel Expenses Policy
- 607\* Visitors in the Workplace Policy
- 608\* Emergency Closings
- 609 Cell Phone Usage in the Workplace

### **601 SMOKING POLICY**

Saint Paul Parish desires to provide a safe and healthful work environment, therefore smoking is prohibited throughout the workplace.

This policy applies equally to all employees and visitors.

### **602 USE OF PHONE AND MAIL SYSTEMS POLICY**

Personal use of the business telephone for long-distance and toll calls is not permitted, personal cell phones should be used for this purpose and are only to be used in emergencies or during designated break times.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner.

Employees are expected to maintain their voice mail box and check it regularly insuring an appropriate greeting, and a password for security purposes.

### **603 COMPUTER AND E-MAIL USAGE POLICY**

Computers, data files, the e-mail system and software applications provided to employees are the sole property of the Saint Paul Parish used primarily for business purposes. The Saint Paul Parish reserves the right to monitor communication and data at any time, with or without notice, to ensure compliance with this policy. Use of computers and e-mail system constitutes acceptance of such monitoring.

In order to protect the security of the network, protect data integrity, and protect computer systems, employees must have an assigned user id and password to access the Saint Paul Parish computer and e-mail systems. Saint Paul Parish reserves the right to override any employee-selected passwords. Employees are required to provide the Technology Manager and/or Pastor, or the Office Coordinator with any such passwords to facilitate access as needed.

External people who are determined to be strategically important to the Saint Paul Parish, such as temporary staff, volunteers, or contractors, will be assigned a guest user id and password. At no time should Saint Paul Parish employee or staff member allow external people use of their login. In the case where an employee or staff member does provide another person access using their login, they will be responsible for the actions of the individual using their account.

For security purposes, when employees leave unattended for an extended period any secure, controlled-access computer or other form of electronic data system to which they are assigned, they are required to log off the system.

As previously stated, the use of the e-mail system is primarily for business purposes. Brief and occasional personal use of the e-mail system is acceptable

as long as it is not excessive or inappropriate, occurs only during personal time (lunch or other breaks), and does not interfere with the person's job responsibilities. Employees should be aware that email is not considered private and is the property of the Saint Paul Parish.

The Saint Paul Parish strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Saint Paul Parish prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, pornographic images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. The discovery of these offensive materials or occasional visits to offensive web sites are grounds for immediate removal, subsequent disciplinary action and possible termination. Saint Paul Parish will immediately contact State and Federal authorities and cooperate in any criminal investigation regarding this abuse.

E-mail may not be used to solicit others for commercial ventures, political causes, outside organizations, or other non-business matters.

Employees should not open e-mail attachments if he/she is not expecting an attachment from someone he/she knows or trusts.

Saint Paul Parish purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Parish does not have the right to reproduce such software for use on any other computer outside its network.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Saint Paul Parish prohibits the illegal duplication of software and its related documentation.

Employees are not permitted to download and/or install software applications, demos or upgrades without the approval or involvement from the Pastor or his designee.

Upon separation of employment, employees agree not to delete computer files or download company information for personal use.

Employees are to notify the Pastor or his designee upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## **604 INTERNET USAGE POLICY**

Saint Paul Parish recognizes that use of the Internet has many benefits for the Saint Paul Parish and its employees. The Saint Paul Parish provides Internet access as a means to further its mission and to assist employees in obtaining work-related data and technology. Unacceptable usage of the Internet can place Saint Paul Parish and others at risk. The following guidelines have been established to help ensure responsible and productive Internet usage. Internet usage is primarily for business purposes. Personal use of the Internet is acceptable as long as it is not excessive or inappropriate, occurs only during personal time (lunch or other breaks), and does not interfere with the person's job responsibilities.

All Internet, email and computer data that is composed, transmitted or received via our computer communications systems is considered to be part of the official records of Saint Paul Parish. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical and lawful.

The equipment, services and technology provided to access the Internet remain at all times the property of the Saint Paul Parish. As such, the Saint Paul Parish may authorize the Systems Coordinator to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, service status or any other characteristic protected by law.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that a person sending any material over the Internet has the appropriate distribution rights.

Internet users are urged to use caution when visiting unknown internet sites and should take extreme caution when downloading software or files from the Internet. All downloaded and copied files are to be scanned for viruses prior to use; all compressed files are to be scanned before and after decompression.

Abuse of the Internet access provided by Saint Paul Parish in violation of law or Diocesan policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or

**additional actions and activities that are prohibited and can result in disciplinary action:**

- **Sending or posting discriminatory, harassing, or threatening messages or images**
- **Using Saint Paul Parish's time and resources for personal gain**
- **Stealing, using, or disclosing someone else's code or password without authorization**
- **Copying, pirating or downloading software and electronic files without permission**
- **Sending or posting confidential material, trade secrets, or proprietary information outside of Saint Paul Parish**
- **Violating copyright law**
- **Failing to observe licensing agreements**
- **Engaging in unauthorized transactions that may incur a cost to Saint Paul Parish or initiate unwanted Internet services and transmissions**
- **Sending or posting messages or material that could damage Saint Paul Parish's image or reputation**
- **Participating in the viewing or exchange of pornography or obscene materials**
- **Sending or posting messages that defame or slander other individuals**
- **Attempting to break into the computer system of another organization or person**
- **Refusing to cooperate with a security investigation**
- **Sending or posting of chain letters, solicitations or advertisements not related to business purposes or activities**
- **Using the Internet for political causes or activities, or any sort of gambling**
- **Jeopardizing the security of the Saint Paul Parish's electronic communications systems**
- **Passing off personal views as representing those of the Saint Paul Parish**
- **Sending anonymous e-mail messages**
- **Engaging in any other illegal activities**
- **Installing other on-line services to access the Internet on the Saint Paul Parish-owned computers.**

**This list is not all-inclusive and the Saint Paul Parish retains the right to hold employees accountable for acceptable performance and behavior within the workplace.**

**The discovery of these offensive materials or occasional visits to offensive web sites is grounds for immediate removal, subsequent disciplinary action and possible termination. Saint Paul Parish will immediately contact State and Federal authorities and cooperate in any criminal investigation regarding this abuse.**

## **605 USE OF EQUIPMENT POLICY**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property of the Saint Paul Parish, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify the Pastor or his designee if any equipment, machines or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Pastor or his designee can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

## **606 BUSINESS TRAVEL EXPENSES POLICY**

The Saint Paul Parish will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the Pastor or his designee. The Pastor or his designee whose business travel has been approved through the Program and Budget Review process do not need to seek any further authorization.

Employees whose travel plans have been approved should make all travel arrangements through a designated travel agency approved by the pastor.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by Saint Paul Parish. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their Pastor or his designee.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports along with check requests to their Pastor or his designee within thirty (30) days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their Pastor or his designee for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **607 VISITORS IN THE WORKPLACE POLICY**

To provide for the safety and security of employees and the facilities at Saint Paul Parish grounds, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

All visitors should enter Saint Paul Parish grounds through the Main Entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Saint Paul Parish premises, employees should immediately notify the Pastor or his designee or, if necessary, direct the individual to the Main Entrance.

## **608 EMERGENCY CLOSINGS**

At times, emergencies such as severe weather or power failures can disrupt the operations of Saint Paul Parish activities including Religious Education. In extreme cases, such circumstances may require the closing of Saint Paul Parish. This decision will be made by the Pastor or his designee and communicated via a pre-arranged method of contact.

When Saint Paul Parish is officially closed by the Pastor or his designee due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will *not* be paid for the time off and can request the use of vacation or personal days from the Pastor or his designee. Employees may request available paid leave time, such as unused vacation benefits.

## **609 CELL PHONE USAGE IN THE WORKPLACE**

This policy outlines the use of personal cell phones at work, including special issues related to camera phones and the safe use of cell phones by employees while driving.

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls or text messaging during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls or text messaging during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls or text messaging on non-work time and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

Saint Paul Parish will not be liable for the loss of personal cellular phones brought into the workplace.

Saint Paul Parish prohibits employee use without permission of cameras in the workplace, including camera phones, as a preventive step believed necessary to secure employee privacy, trade secrets and other business information.

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving on company time. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

## **610 SOCIAL MEDIA**

The Diocese of Gary respects the right of employees/volunteers to use both professional and personal websites, social networks, wikis, weblogs and other emerging digital technologies not only as a form of self-expression, in their individual capacity, but also as a means to further the work of the church. As Pope Benedict XVI noted in his message for the 44th World Day of Communication, this new form of media “can offer priests and all pastoral workers a wealth of information and content that was difficult to access before, and facilitate forms of collaboration and greater communion in ways that were unthinkable in the past.”



**The United States Conference of Catholic Bishops (the “USCCB”) embraces the message of the Holy Father and states in their June 2010 Social Media Guidelines, “social media provides a tool for building community.” The USCCB guidelines immediately caution us of our responsibilities, however, by saying, “membership in communities also requires accountability and responsibility.”**

**Thus, the same rules that apply to our messaging and communications in traditional media still apply in the online and all digital social media space. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. Employees/volunteers should bear in mind that posting of certain comments, photos, links or references to third party websites, social networks and weblogs may have a harmful effect on the church, its people, its reputation, and its employees/volunteers. If this is the case, employees may be subject to disciplinary action up to and including termination.**