

OFFICE EXPECTATION POLICIES

Section 600

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601 SMOKING POLICY

Saint Elizabeth Ann Seton 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 telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse Saint Elizabeth Ann Seton Parish for any charges resulting from their personal use of the telephone.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Employees are expected to maintain their voice mailbox with an appropriate greeting and a password for security purposes.

The Pastor or his designee have a special responsibility to maintain their voice mailbox, leaving detailed information as to the daily activities of the Pastor or his designee and when the caller can expect the call to be returned.

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 Elizabeth Ann Seton Parish used primarily for business purposes. The Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton Parish computer and e-mail systems. Saint Elizabeth Ann Seton Parish reserves the right to override any employee-selected passwords. Employees are required to provide the Bookkeeper and/or Pastor or his designee with any such passwords to facilitate access as needed.

External people who are determined to be strategically important to the Saint Elizabeth Ann Seton Parish, such as temporary staff, volunteers, or contractors, will be assigned a guest user id and password. At no time should Saint Elizabeth Ann Seton Parish employee and 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 Elizabeth Ann Seton Parish.

The Saint Elizabeth Ann Seton Parish strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton 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.

The Saint Elizabeth Ann Seton 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. The Saint Elizabeth Ann Seton 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 of the Systems Coordinator and approval 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 and the Systems Coordinator 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

The Saint Elizabeth Ann Seton Parish recognizes that use of the Internet has many benefits for the Saint Elizabeth Ann Seton Parish and its employees. The Saint Elizabeth Ann Seton 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 the Saint Elizabeth Ann Seton 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 the Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton Parish. As such, the Saint Elizabeth Ann Seton 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 the Saint Elizabeth Ann Seton 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 the Saint Elizabeth Ann Seton 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 the Saint Elizabeth Ann Seton Parish
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the Saint Elizabeth Ann Seton Parish or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton Parish's electronic communications systems
- Passing off personal views as representing those of the Saint Elizabeth Ann Seton Parish
- Sending anonymous e-mail messages
- Engaging in any other illegal activities
- Installing other on-line services to access the Internet on the Saint Elizabeth Ann Seton Parish-owned computers.

This list is not all-inclusive and the Saint Elizabeth Ann Seton 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 are grounds for immediate removal, subsequent disciplinary action and possible termination. Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton 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 Elizabeth Ann Seton 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 the Saint Elizabeth Ann Seton Parish's designated travel agency.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton 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 Elizabeth Ann Seton 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 Elizabeth Ann Seton 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 Elizabeth Ann Seton Parish activities including Religious Education. In extreme cases, such circumstances may require the closing of Saint Elizabeth Ann Seton Parish. This decision will be made by the Pastor or his designee and communicated via a pre-arranged method of contact.

When Saint Elizabeth Ann Seton 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 Elizabeth Ann Seton Parish will not be liable for the loss of personal cellular phones brought into the workplace.

Saint Elizabeth Ann Seton Parish prohibits employee use of cameras including camera phones for the reproduction of personal, private and or professional data/ records or parishioners, employees, volunteers, staff and any other business/church information of the parish, Diocese of Gary, the Catholic Church or any 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.