

EMPLOYEE CONDUCT POLICIES

Section 700

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701 EMPLOYEE CONDUCT EXPECTATIONS

To ensure orderly operations and provide the best possible work environment, the Diocese of Gary expects employees to follow rules of conduct that will protect the interest and safety of all employees and the Catholic Church.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in the disciplinary action, up to and including termination of employment:

- Demonstrating an attitude not consistent with the Mission of the Diocese of Gary
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or employment records
- Working under the influence of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment, bringing alcohol or drugs to the workplace,
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer or employer's reputation
- Insubordination or other disrespectful conduct
- Smoking in unauthorized areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice and/or without valid reason
- Unauthorized absence from work stations during the workday
- Unauthorized use of telephones, mail system, computer, or other employer-owned equipment
- Unauthorized disclosure of business or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct.

Employment with the Diocese of Gary at the Pastoral Center is with the mutual consent of the Diocese of Gary and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 ATTENDANCE AND PUNCTUALITY POLICY

In order to fulfill the Mission of the Church, the Diocese of Gary expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on our ability to collaborate effectively. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their

supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

703 PERSONAL APPEARANCE POLICY

A healthy attitude about oneself is demonstrated in one's personal appearance. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and leave visitors with a positive feeling about the Mission of the Diocese of Gary.

During business hours or when representing the Diocese of Gary, employees are expected to present a clean, neat, tasteful and professional appearance according to the standards of the Church. You should dress and groom yourself according to the requirements of your position and accepted social standards.

If the supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your Office Coordinator if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Professional settings require professional dress
- Canvas or athletic type shoes are not appropriate professional attire
- Tank tops, tube or halter tops or shorts may not be worn under any circumstances
- Mustaches and beards must be clean, well-trimmed and neat
- Hairstyles are expected to be in good taste; unnaturally colored hair and extreme hairstyles, do not present an appropriate, professional appearance
- Excessive makeup is not permitted
- Offensive body odor and poor personal hygiene is not professionally acceptable. Perfume, cologne and after-shave lotion should be used in moderation or avoided altogether, as some individuals may be sensitive to strong fragrances
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, tongue studs and ear gauges is not professionally appropriate and must not be worn during business hours
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours
- Visible body art and tattoos in good taste that happen to show, however body art that may be considered excessive, depicting illegal activities or are offensive must be covered during business hours. The employer reserves the right to determine what is in good taste and what is considered unacceptable tattoos.

- Blue jeans or denim-type pants are not appropriate
- Tight-fitting or provocative clothing is not appropriate

704 RETURN OF DIOCESAN PROPERTY POLICY

Employees are responsible for all diocesan property, materials or written information issued to them or in their possession or control. Employees must return all diocesan property, (i.e., keys, computer and phone passwords, etc.), immediately upon request or upon termination of employment.

The Diocese of Gary may also take all action deemed appropriate to recover or protect all of its property.

705 RESIGNATION POLICY

Resignation is a voluntary act initiated by the employee to terminate employment with the Diocese of Gary. Although advance notice is not required, the Diocese of Gary requests at least two weeks written notice of resignation from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss among other things, the reasons for resignation and the effect of the resignation on benefits.

706 DISCIPLINE POLICY

The purpose of this policy is to state the diocesan position on administering equitable and consistent discipline for unsatisfactory conduct and/or performance in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The best interest of the Diocese of Gary lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with the Diocese of Gary is based on mutual consent and both the employee and the Diocese have the right to terminate employment at-will, with or without cause or advance notice, the Diocese of Gary may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps: (1) verbal warning; (2) written warning; (3) second written warning including suspension with or without pay, and (4) termination of employment – depending on the severity of the problem and

the number of occurrences. There may be circumstances when one or more steps are bypassed. There may also be instances that call for the implementation of an Action Plan to correct the problem. Disciplinary concerns will be documented using the Diocese of Gary Progressive Discipline Form (Appendix).

Action plans give supervisors an opportunity to allow an employee to correct on-going workplace concerns. There are many strategies and methods that can be applied in an Action Plan. Generally, failure to successfully complete an action plan will result in termination.

The Diocese of Gary recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. At other times non-disciplinary leave (Administrative Leave of Absence) may be appropriate with or without pay at the discretion of the Manager of Human Resources.

By using a corrective discipline process, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the Diocese of Gary.

707 EMPLOYMENT LAYOFF POLICY

Full-time and benefits eligible part-time employees who are terminated as a result of closing, consolidation, elimination of their positions or other staff reduction programs will be eligible for continued health insurance coverage under the same conditions as before they were terminated through the month in which the event happens. Non-contractual employees having at least one full year of service will also be eligible for severance compensation equal to the greater of two weeks or one week for every whole year of service, up to a maximum of six weeks. Employee layoffs, elimination of positions and downsizing will be done for business necessity only and will be done based on objective criteria such as job performance, length of service and overall business needs of the parish, school or other Diocese of Gary entity. If you have any questions about this process, employees should discuss with Office of Human Resources or their immediate supervisor.

708 CONFLICT RESOLUTION POLICY

The Diocese of Gary is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the employee's Office Coordinator or the Manager of Human Resources.

The Diocese of Gary strives to ensure fair and honest treatment of all employees. Office Coordinators and all staff members are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with the application of established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally solely for privately voicing a complaint with the Diocese of Gary in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- 1) The employee presents the problem to his or her Office Coordination within 14 calendar days after the incident occurs.
- 2) The Office Coordinator generally will respond to the problem during discussion or within 14 calendar days from the time the employee presented the problem to the Office Coordinator.
- 3) If the problem is not resolved after the time period set forth in step two, then the employee may present the problem to the Director of Human Resources who will attempt to facilitate a solution within 10 calendar days from the time that the employee presented the matter to the Director of Human Resources' attention.
 - 3a) The Director Manager of Human Resources counsels and advises the employee.
 - 3b) The Director of Human Resources discusses the matter with the appropriate Office Coordinator.
 - 3c) The Director of Human Resources presents a written opinion to the supervisor of the objective issues involved in the dispute.
- 4) The employee presents the problem to the Bishop or his designee in writing if it is not resolved.
- 5) The Bishop or his designee reviews and considers the problem. The Director of Human Resources informs the employee of any decision within 14 calendar days upon receipt of the written complaint and place the copy of the response in the employee's personnel file and any other personnel files deemed appropriate. The Bishop or his designee has full authority to make any adjustment deemed appropriate to resolve the problem.

Participation in this Conflict Resolution Policy is optional.