

Diocese of Pensacola-Tallahassee Information Technology Department On-Site Conduct Policy

1.0 Overview

This Policy is not to impose restrictions that are contrary to Diocese of Pensacola-Tallahassee's established culture of openness, trust and integrity. The Diocesan Information Technology Department is committed to protecting Diocese of Pensacola-Tallahassee's employees, volunteers and entities from illegal or damaging actions by individuals, either knowingly or unknowingly.

These guidelines are to clarify access and behavior when working with clergy, religious, or lay staff, specifically in private quarters or other non-business environments during departmental-approved working hours. They reiterate guidelines from the *Diocesan Code of Conduct for Church Personnel and Volunteers*; a document that assists personnel from placing themselves in inappropriate, risky, or precarious situations, which have the potential of causing grave harm to the Church and personal reputations.

2.0 Purpose

The purpose of this policy is to provide guidelines to protect equipment, possessions, digital privacy, personal dignity, and physical safety of the I.T. Staff as well as those they serve.

3.0 Scope

This policy specifically applies to Information Technology Department Staff, and could be extended to other Pastoral Center employees as applicable.

4.0 Policy

4.1 Protection

1. I.T. Staff, and those they serve, should feel safe while working in a non-threatening environment. To achieve this when working in private quarters, if the resident of those quarters is in attendance with the I.T. Staff member, then one additional person should also be present.

2. The maintenance of personal equipment also used for diocesan-related work will be addressed only to the extent of supporting diocesan approved programs/systems. Malfunctions of any software or hardware system are not the responsibility of I.T. Staff to correct if those malfunctions are caused by personal use. I.T. Staff will use their best judgement when determining responsibility for repairing personal equipment.

3. While all possible care will be taken by I.T. Staff regarding personal belongings, accidents can happen. The I.T. Staff member, taking reasonable care, will not be responsible for any loss or damages; including the handling of personal computing equipment.

4.2 Confidentiality

1. Personal belongings are not to be handled by I.T. Staff unless necessary. Personal items, observed by I.T. staff, are to be ignored and not discussed or handled by I.T. Staff as long as they do not violate any laws either governmentally or canonically.

2. Digital possessions, including but not limited to electronic documents, photos, and passwords, are not to be copied, saved, transmitted, or recorded in any way unless necessary to correct whatever issue is being addressed. As long as any electronic items are not in violation of governmental or canonical law, such items are to be disregarded by I.T. Staff.

3. Any discussion regarding behaviors or incidents while working in personal quarters will remain confidential to the extent they do not violate any Diocesan policy or governing laws.

4.3 Responsibility

1. First line of communication will be the I.T. Department head, the Chief Technology Officer. If the discussion determines there should be some action taken, the matter will go to the Offices of Human Resources and Safe Environment for resolution or further guidance.

2. When an uncertainty exists about whether a situation or course of conduct violates this *Diocesan Code of Conduct* or other religious, moral, or ethical principles, consult directly with the Chancellor's Office.

3. It is a crime for Church personnel or volunteers to exploit another person for sexual purposes, including possession and/or distribution of child pornography. This is also in accordance with Florida State Statutes,

(§847.011, 847.0135, 847.0137, 847.0138, and 847.0147) and must be reported to the appropriate State and Diocesan authorities in order to protect the rights of all involved.

5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment and/or criminal prosecution, as applicable.

6.0 Definitions

Term	Definition
I.T. Staff	diocesan employees serving in the Information Technology Department
Personal equipment	laptop, tablet, desktop, smartphone, printer, scanner, wireless modem, router, cable modem or other technology-related device.
Personal items	items not brought by, or provided by, I.T staff that are not technology-related equipment being serviced
Private quarters	living space not accessible to, or by, the public or all parish staff

7.0 Revisions

Original document: 22 September 2017
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