

705 PERSONAL PROPERTY

Since many people are in DIOPA's offices on a daily basis, you are discouraged from bringing personal property to work if it has financial or sentimental value. DIOPA does not assume responsibility for the loss or theft of personal belongings. You are expected to exercise caution and common sense when carrying cash or other personal valuables. You should never leave purses, cash or valuables unattended and visible on desktops or in other public areas.

706 SECURITY

Security is the responsibility of every employee. All visitors and guests must sign in and out with the receptionist. If you observe an unfamiliar person in working areas or any other suspicious activity anywhere on DIOPA's premises or at DIOPA functions, please notify your supervisor immediately. [Employees are required to comply with all DIOPA security procedures, including setting and disarming the security systems at DIOPA facilities.

707 WEATHER-RELATED & OTHER EMERGENCY CLOSINGS AND DELAYS

At times, severe weather, fires, floods, power failures, earthquakes, or other emergencies may disrupt the Episcopal Diocese of Pennsylvania's (DIOPA) operations. In extreme cases, the DIOPA offices may temporarily close or have an early closing or delayed opening, and employees will be notified of these instances by following the announcement of the closure or delay of The Philadelphia Public School System on the radio and television stations, or by contacting employees via a phone tree.

Keep in mind that safety is DIOPA's main concern. Even if DIOPA's offices are open, please use your judgment about safe commuting conditions. If you believe it is unsafe for you to commute to work or necessary for you to leave early, please report your lateness or absence in accordance with Policy No. 603.

708 INQUIRIES REGARDING USE OF BUILDINGS & OTHER FACILITIES

Individuals or other organizations may contact The Episcopal Diocese of Pennsylvania (DIOPA) staff asking for information concerning use of DIOPA buildings and/or other facilities. No employee may respond to an inquiry regarding use of DIOPA buildings and/or other facilities without the prior written approval of the Bishop's Office or the Canon to the Ordinary or his/her designee. Any employee contacted about use of DIOPA buildings and/or other facilities must

The Episcopal Diocese of Pennsylvania (DIOPA) recognizes the importance of safeguarding its funds and other assets.

DIOPA shall adopt internal controls to prevent the theft and misuse of DIOPA funds and other assets, and to ensure that all financial transactions are accurately documented and approved by authorized DIOPA personnel in accordance with the law and, to the extent consistent with applicable law, the standards set forth in the *Manual of Business Methods in Church Affairs...*

Every employee who has access to or control over DIOPA funds and other assets is personally accountable for the safekeeping of such funds and assets. Employees shall comply with any policies and/or procedures adopted by DIOPA concerning its funds and other assets. Further, it is your obligation to promptly report any suspected violation of this policy to the Bishop or the Canon to the Ordinary or to the Diocesan Chancellor.

Any violation of this policy or any other policies and/or procedures adopted by DIOPA with respect to the safeguarding of its funds and assets may subject an employee to disciplinary action, up to and including termination from employment.

804 RETURN OF EMPLOYER PROPERTY

Upon separation from employment with the Episcopal Diocese of Pennsylvania (DIOPA), you must return all DIOPA property, including identification cards, keys, security cards, credit cards, cellular phones, PDA/Treo/BlackBerry-like devices, computers, equipment, vehicles, DIOPA records and other documentation (in paper and electronic format), and any other DIOPA property.

PERFORMANCE MANAGEMENT

901 PERFORMANCE APPRAISALS

The Episcopal Diocese of Pennsylvania (DIOPA) is committed to providing its employees with feedback about their job performance, both formally and informally. Your supervisor shall provide his/her employees with informal performance feedback on an ongoing basis. DIOPA also will conduct formal written performance appraisals annually.

You are encouraged to seek feedback about your job performance at any time. If you have questions about your job performance or your job duties and responsibilities, you should promptly bring them to the attention of supervisor.

902 DISCIPLINARY PROCESS

The Episcopal Diocese of Pennsylvania (DIOPA) reserves the right to discipline employees as it deems appropriate under the circumstances. Disciplinary action, up to and including immediate termination from employment, may result for poor performance (i.e., deficiencies in the quality or quantity of work performed or the inability to perform certain job functions), misconduct (i.e., deficiencies in the manner in which an employee conducts himself/herself while at work or dealing with others), and failure to adhere to DIOPA policies and procedures and standards of conduct.

DIOPA will strive to treat each employee with dignity and respect during the disciplinary process and requests the same from all employees. The Bishop and/or the Canon to the Ordinary for Pastoral Services, in his/her discretion, shall make the final decision concerning discipline, consistent with TEC and DIOPA canons. DIOPA shall keep a record of all discipline in the employees' personnel files.

903 REFERENCES

It is the Episcopal Diocese of Pennsylvania (DIOPA) policy to provide a neutral employment or other reference for all individuals concerning their employment with DIOPA. A neutral employment reference provides only the dates of an employee's service and the employee's job title(s) held during employment.

Only the Bishop's Office or the Canon to the Ordinary is authorized to provide employment or other references.

If anyone advises you that they intend to make an inquiry of DIOPA concerning you, or if anyone contacts you for an employment or other reference concerning a current or former employee, you must direct such inquiries to the Bishop's Office or the Canon to the Ordinary.

RECORDKEEPING

1001 EMERGENCY CONTACT, PERSONAL INFORMATION AND PERSONNEL FILES

For your well-being, you should provide the Episcopal Diocese of Pennsylvania with the name, relationship, phone number and address of an emergency contact. It is your responsibility to make certain that your emergency contact and personal information are current.

For example, you should notify the Bishop's Office and/or the Canon to the Ordinary and Payroll Department when:

- j. All interns, persons in the ordination process, persons serving in field education assignments, as well as any other employees identified by the Bishop.

5. Diocesan Employees

For purposes of this Policy, the term “Diocesan employees” shall mean all individuals hired by DIOPA who are employees of DIOPA for purposes of federal, state and/or local discrimination and harassment laws.]