

ACKNOWLEDGEMENT

CATHOLIC CHARITIES FEDERATION TECHNOLOGY POLICY

The Catholic Charities Federation encourages its staff to utilize the current technology to improve communication, maximize efficiency, and better serve the clients of Catholic Charities. The Catholic Charities Information Technology Department (the IT Department) is charged with the responsibility of developing, maintaining and securing the wide area network and the local area network and all its data and ensuring that the network is operating effectively and efficiently.

The IT Department is also responsible for ensuring that the network meets integrity and security standards as set forth by accreditation agencies and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

To that end, all users who obtain access to the Wide Area Network understand and agree to the following terms:

1. I understand that I am not to use them for my own personal, private, or non-business matters or to communicate personal, private, or non-business matters.
2. I agree that I will not communicate anything that might be construed as harassment or offensive to others based on ethnicity, gender, disability, age, religion, or national origin.
3. I will not use the Internet or e-mail to solicit business for a non work-related venture or for any personal cause I have, including political or religious issues.
4. I will not share my password with anyone, nor will I leave my workstation unattended while logged in to the network. At a minimum, at the end of my workday, I will log out of the network.
5. I agree to change my password in accordance with the guidelines set forth by HIPAA and other accreditation agencies as implemented by the IT Department, and will not share my password nor allow others to use my password to gain access to the network.
6. I will not download or install any software or make changes to the workstation software without the consent of the IT Department.

The Catholic Charities Federation reserves the right to review and/or monitor workstation, network drives, internet access and e-mail transmissions. Breaches and violations of the standards could result in discipline, up to and including termination.

Employee Signature

Date

(Accepted By, for the Agency)

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the **Employee Handbook for Agencies of the Catholic Charities Federation** and that I will familiarize myself with it and will adhere to the policies and practices outlined in the Handbook.

I also acknowledge and agree that the Handbook and the policies and practices discussed therein are not to be construed as an employment contract between me and any of the agencies affiliated with Catholic Charities of the Archdiocese of St. Louis and that my employment with any of the agencies affiliated with Catholic Charities of the Archdiocese of St. Louis is terminable at the will of either party.

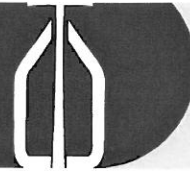
Finally, I acknowledge that Catholic Charities of St. Louis and its affiliated agencies have reserved the right to change, to withdraw and to add to the policies and practices set forth in the Handbook.

(Signature of Employee)

(Printed Name of Employee)

(Date)

(Accepted By, for the Agency)



ACKNOWLEDGMENT

Archdiocese of St. Louis

**Commitment to Ethical Conduct for
Clergy, Employees and Volunteers Working with Minors**

Our children are the most important gifts God has entrusted to us. I promise to follow strictly the rules and guidelines in the Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors as a condition of my providing services to the children and youth of our Archdiocese.

I understand that since I may be working with minors, I will be subject regularly to a thorough background check including criminal history. I understand that any action inconsistent with this Archdiocese of St. Louis Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors or failure to take action mandated thereby may result in my removal from my position of working with minors.

I further understand that I may, as a condition of continuing in my position, be required to participate in education and training provided by the Archdiocese or the school, parish or agency with which I am associated.

Printed Name: _____

Signature: _____

Date: _____

(Accepted By, for the Agency)

Catholic Charities of the Archdioceses of Saint Louis Federation further expects all employees to uphold the tenants detailed in the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors, in all service provision tasks, and with service recipients of any age.

Revised by Catholic Charities of Saint Louis in Spring 2013.