



INDEPENDENT CONTRACTOR CHECKLIST

Contractor Name:

First Date of Service:

Contractor Location:

Department:

Business Manager: Please return the forms listed below

SAFE ENVIRONMENT COMPLIANCE *(Initial on line)*

- _____ Background Authorization Form (Sterling)
- _____ Background Report (Sterling)
- _____ Vendor Screening Acknowledgment Form

- _____ VIRTUS Training (Sterling)
- _____ Safe Environment Policies Acknowledgment Form (Sterling)

POLICIES & INFORMATION FORMS *(Initial on line)*

_____ **POLICIES ACKNOWLEDGEMENT FORM** *(Sign and return)*

- _____ Independent Contractor Record
- _____ W-9 Form (forward a copy to Finance Department)
- _____ Confidentiality Form

(Keep the following forms for your records)

- Harassment Policy
- Computer and Electronic Communication Systems Policy
- Media Communications Policy
- Social Media Policy

Business Manager: *(Please sign verifying that information submitted is complete and accurate)*

Signature:

Date:

Additional form(s) for Chancery Only

(Initial on line)

- _____ Security Policy Acknowledgment Form

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OFFICE OF HUMAN RESOURCES

Policy for Utilizing the Services of Independent Contractors & Vendors

Purpose:

On occasion, the Archdiocese of Atlanta and its agencies, parishes and schools may engage in the use of independent contractors to fulfill an immediate business need. An independent contractor is a business owner or person retained to perform services under an agreement, either written or verbal. These individuals are not subject to archdiocesan control/right to control the manner and means of performing professional services. Generally, contractors provide their services to the general public and are responsible for furnishing their own tools, equipment, supplies, etc.

The classification of an individual as an independent contractor or an employee is governed by the Internal Revenue Service (IRS) **Independent Contractor or Employee?** It is imperative that organizations take the necessary steps to ensure that the individuals they have hired to provide a service on a contract basis have been properly classified according to IRS requirements. The misclassification of an individual as an independent contractor places an organization at great risk and could result in significant tax penalties and costly fines.

Note: An individual already employed by an archdiocesan entity may not provide services as an independent contractor.

This policy serves as a guide and is intended to provide the information necessary to Department Heads, Pastors, Principals and Managers to be in compliance with federal law and the policies of the Archdiocese of Atlanta.

Definitions & Examples

Definitions:

Independent Contractor: an individual providing a service to an archdiocesan entity on a temporary basis operating under a Social Security Number. These individuals are usually sole proprietors and ***MUST*** meet the IRS definition of an Independent Contractor.

- Provides services through a written contract or agreement (Independent Contractor Agreement). **Note: Please seek guidance from the Chancery Office of Human Resources on drafting these agreements.**
- Payments made for services rendered are documented by issuance of an IRS Form 1099 ***to the individual***
- Individuals providing services considered as high risk, are subject to additional licenses, insurances, etc. (lawn care, maintenance, food services, etc.). **See additional information under *“Required Documentation”***

Vendor: A corporation (company) operating under a Federal Tax ID Number

- Subject to additional licenses, insurances, etc. (liability coverage, worker’s compensation, etc.)
- Payments made for services rendered are documented by issuance of an IRS Form 1099 ***to a company not individual. See additional information under *“Required Documentation”****
- May offer similar services to the general public on a consistent basis

Examples:

Examples of Independent Contractors/Vendors who may have **direct** contact involving minors or vulnerable individuals. These individuals have ongoing access to minors or vulnerable adults and must comply with the diocesan Safe Environment requirements for employees.

- Cafeteria services
- Tutors
- Presenter or Performer (magicians, speakers, storytellers, in-house field trip visitors, presenters, etc.)
- Coaches
- Extracurricular activities
- Individuals leading after school activities
- Cleaning Companies if services are rendered during times minors are in the present in the facilities

Examples of Independent Contractors/Vendors who may have **indirect** contact involving minors or vulnerable adults. These individuals have short-term access to minors or vulnerable adults and must be under escort at all times while providing their services or products while on diocesan property.

- Consultants (Financial advisors, auditors, etc.)
- Vending machine stocker
- Postal/ Courier deliveries
- Caterers
- Equipment maintenance individuals (HVAC, printers, etc.)
- Electricians
- Plumbers
- Cleaning Companies if services are rendered at times where minors are not in the facilities
- Landscaping

Required Documentation/Business Manager Responsibilities:

*****Copies of the following should be forwarded to HR at chanceryhr@archatl.com*****

VENDOR:

Requirements for Vendors, Subcontractors and/or individuals employed by a Vendor who has been assigned to perform work on your property:

- **Completed Vendor Acknowledgment Form.** This form will ensure that your location receives confirmation that the individuals hired by the vendor have successfully completed a background screening which includes a national sex offender registry search. In emergency situations, please request a completed form within 24 to 48 hours. this form is also a reminder to collect from the vendor:
 - W-9 form
 - Copy of business license
 - Liability insurance coverage
 - Workers compensation coverage if applicable

INDEPENDENT CONTRACTORS & SOLE PROPRIETORS:

- Ensure that your contractor meets the IRS definition of an Independent Contractor. Refer to www.irs.gov
- Seek guidance from the Chancery Office of Human Resources on drafting an Independent Contractor Agreement. Final agreement should be signed by Pastor (or Principal) and the contractor
- Satisfactory Background Screening (questionable background screening results must be reviewed by HR for further instructions)
- Completed W-9 Form (payment should not be made until the form is received by the business manager)
- Proof of \$1 million liability coverage (**pertains to higher risk services only, i.e., lawn care, maintenance, janitorial services, etc.**) **Contact HR for further guidance.**
- Proof of Worker's Compensation coverage (**only if company employs at least three or more individuals**)
- Proof of a valid business license
- Signed Independent Contractor Policies Acknowledgment Form
- If contractor may have direct contact involving minors or vulnerable individuals, they must attend a VIRTUS Protecting God's Children training.
- **Copies of required forms can be found on the Business Manager HR Resources Page at <http://archatl.com/offices/human-resources/business-managers-resources/> (Password: *BusinessIsGood*)**

OFF-DUTY POLICE OFFICERS:

- Off-duty police officers hired for traffic control and/or security are independent contractors.
- **Any person employed by the Department of Public Safety (DPS) in a sworn law enforcement capacity, is considered an officer of the law at all times, including during off-duty hours. Prior to securing the services of an off-duty police officer to assist with traffic and/or security, DPS requires the following:**
 - Before accepting off-duty police work, an officer must obtain permission from the Commissioner. Requests for permission must be made on a form prescribed by the Department of Public Safety and must be sent to the off-duty employment coordinator (see Georgia rule 570.90_ <http://rules.sos.state.ga.us/gac/570-9>)
 - **The officer must provide you with a copy of the approved form**
 - ******Note: As stated in the above referenced link, DPS will require the outside employing entity to provide worker's compensation coverage. The Archdiocese of Atlanta does not provide worker's compensation coverage for off-duty police officers. ******
- **Police officers should not be included on the workers compensation reporting. If an off-duty police officer is injured while providing services, please immediately contact Lily Gallagher, Benefits Manager, at (404) 920-7485 or at lgallagher@archatl.com. The circumstances will be investigated and a determination of coverage will be made at that time.**
- Securing the services of an established, reliable and accredited security protection firm is a highly recommended alternative to off-duty police officers. This option also serves the purpose of reducing liability and exposure.

ADDITIONAL REQUIREMENTS FOR CATHOLIC SCHOOLS ONLY:

- In addition to the information included above, professionals representing other local and state agencies (e.g. speech therapist, specialist/therapist) working with minors must provide the school with:
 - Fingerprint screening confirmation from employer
 - Georgia Mandated Reporter Training certificate, “ Child Abuse and Neglect: Mandated Reporting Requirements for Employees, Volunteers, and Contractors of Georgia Public Schools”

*****Note: Title 1 Teachers provided by the LEA do not need to attend VIRTUS Training*****

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ARCHDIOCESE OF ATLANTA



VENDOR ACKNOWLEDGMENT FORM

_____ certifies that all employees working at
Name of Company

_____ effective _____ have
Name of Parish/School/Agency *Date*

successfully cleared a criminal background check which includes a national sex offender registry search and have not been convicted of a crime (other than minor traffic infractions). Depending on the specific nature of the work or position on diocesan premises, vendors/independent contractors may also be required to attend a designated Safe Environment training.

I have provided _____ with the following documents:
Name of Parish/School/Agency

- W-9 form on file
- Business license
- Liability insurance coverage (Refer to Policy for Hiring Independent Contractors)

Name of
Company Official

Signature of
Company Official

Company's Address and Phone Number

Date

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ARCHDIOCESE OF ATLANTA



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Name of
Company Official

Signature of
Company Official

Company's Address and Phone Number

Date



Independent Contractor Policies Acknowledgement Form

The undersigned hereby acknowledges his/her understanding of the following Archdiocese of Atlanta's policies and hereby consents to its contents, application and enforcement:

- Harassment Policy
- Computer and Electronic Communication Systems Policy *(updated March 2012)*
- Media Communications Policy
- Social Media Policy *(Updated Septembe 2018)*

This _____ day of _____, _____.

Independent Contractor Signature: _____

Independent Contractor (Printed) Name: _____



Independent Contractor Record

Business Manager: Please attach a copy of Independent Contractor Agreement		
Last Name:	First Name:	Middle Name/ Initial:
Street Address:		
City:	State:	Zip Code:
Telephone:	SS# or Business Tax ID #: <small>(Must have a valid Business License)</small>	
Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		
Effective Date:		
Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/>		
Name of Church or School (or Name of Chancery Office or Department):		
Business Manager Signature:		Date:



Archdiocese of Atlanta

Confidentiality

Employees, Volunteers and Independent Contractors of the Archdiocese of Atlanta may have access to confidential information in the course of performing their duties. Employees, Volunteers and Independent Contractors should take reasonable precautions when handling confidential information and should not discuss or share confidential information with anyone who does not have a “need to know” for legitimate business purposes. Salary and personal information are examples of information considered confidential. Employees, Volunteers and Independent Contractors who intentionally or unintentionally divulge confidential information deliberately or through carelessness may be terminated.

Read and agreed to: _____ Date: _____

Signature

Printed Name: _____



Harassment Policy

The Roman Catholic Archdiocese of Atlanta is committed to providing a professional, business-like work environment for all employees and contractors, which is free from physical, psychological or verbal harassment. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to the following:

- Physical or mental abuse;
- Racial insults or derogatory or inappropriate racial remarks;
- Derogatory ethnic or racial slurs;
- Unwelcome sexual advances or touching;
- Unwelcome sexual comments, remarks or sexual jokes; and
- Any request for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation.

The Archdiocese of Atlanta prohibits any form of harassment by employees, coworkers, contractors, outside vendors, supervisors and managers, and views such actions very seriously. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile work environment are specifically prohibited. Any employee engaging in such harassment is subject to immediate disciplinary action, up to and including termination of employment.

If an employee or contractor believes that he or she has been the subject of harassment, he or she must report the matter immediately to his or her supervisor, manager, Pastor, Principal, Department Head, or the Secretary for Human Resources. Any such reports will be immediately and thoroughly investigated, and preventive and/or corrective action will be taken where appropriate. In no case should any employee or contractor allow improper conduct to go unreported.

The Archdiocese of Atlanta prohibits and will not tolerate any coercion, intimidation, retaliation, interference or discrimination against an employee for reporting harassment, for filing a complaint of harassment, or for assisting in any investigation of a harassment claim.

Employee/Contractor: Please retain for your records.



Computer and Electronic Communication Systems Policy

The Archdiocese of Atlanta's electronic communication systems are Archdiocesan property and will be used for Archdiocesan purposes only. These systems include (but are not limited to):

- Computer – E-mail - Internet
- Telephone – Office or Archdiocesan provided cell
- Personal Data Assistants (PDA's) / electronic organizer / communication device
- Fax machines

Employees and contractors do not have a personal privacy right in any matter created on, received or sent through Archdiocesan systems. The Archdiocese, in its discretion, reserves the right to monitor and access any matter created on, received or sent from e-mail, voicemail, internet or computer systems to assure compliance with Archdiocesan policies, monitor employees and contractors' service and effectiveness with students, or their parents and other employees and conduct investigations of any activity that may be illegal or adversely affect employees, contractors, students or the Archdiocese.

No communication (e-mail, voice mail, etc.) messages should be created or sent that may constitute verbal abuse, harassment, slander or defamation of employees, contractors, students, parents of students, vendors, competitors or any other person or entity.

No communication (e-mail, voice mail, etc.) messages should be created or sent that constitute intimidating, hostile or offensive material based on race, national origin, marital status, sex, age, ancestry, physical or mental handicap or serious medical condition, disability, religious or political beliefs, or any other characteristics protected by federal, state or local law.

The Archdiocese's policies against abuse, sexual or other harassment apply fully to any and all communications (electronic or otherwise), and any violation of these policies will be grounds for discipline, up to and including discharge.

Transmission of information, including writings, verbal messages, sounds or visual images of any kind which could be considered indecent, immoral, sexually explicit, lewd or lascivious, is prohibited. Violation of this policy will subject the offender to discipline, up to and including termination.

The records policies and procedures of the Archdiocese apply to all electronic records and e-mails created or received by employees in connection with the transaction of Archdiocesan business, no matter when, where, or whose computer is used. See separate Records Policies and Procedures.

Violation of this policy will subject the offender to discipline, up to and including termination.

Employee/Contractor: Please retain for your records.



Media Communication Policy

The Catholic Communications office works for the Archbishop to ensure that the Archdiocese of Atlanta is represented as a unified Body of Christ. We work to ensure a clear, consistent message of God's love through His Church.

To ensure a consistent, unified message, all employees, contractors, parishes, schools, and institutions affiliated with the Archdiocese of Atlanta are required to comply with the following media communication policy.

- All media inquiries or contact with the media should be directed to:
 - ❖ **The Director of Communications**, *Chancery Office of Communications*
- Comments to the media can only be issued by the Communications office.
- Story submissions, letters to the editor, and advertisements to any media outlets may not be submitted without the approval of the Communications Director. The exception to this policy is the submission of information about a parish event or schedule.
- If a reporter, photographer, or videotaping crew shows up unexpectedly at your institution, contact the Director of Communications of the Chancery Office before you allow them on the grounds of your facility. You or your authorized representative may be directed to speak or not to speak with the media after the Communications Director determines if any response is appropriate.

This policy has been put in place to protect the Archdiocese of Atlanta and the people it is charged with serving.

Employee/Contractor: Please retain for your records.



Social Media Policy for the Archdiocese of Atlanta

Background and Introduction:

"Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ. In the area of communications too, we need a Church capable of bringing warmth and of stirring hearts."

Pope Francis, *Communication at the Service of an Authentic Culture of Encounter*, Message for World Communications Day, 2014

Church leaders, including Pope Emeritus Benedict XVI and Pope Francis have articulated the clear need to use new technologies to express the Word of God to all people in all generations. The Archdiocese of Atlanta recognizes the powerful tool electronic media can be to evangelize and educate all people. In order to ensure electronic communication on the internet is appropriate, effective and reflective of our Catholic values, and consistent with the rules and values of our workplace, the Archdiocese of Atlanta has established the following policies. These policies are in addition to and complement existing policies regarding the use of electronic communications which collectively serve to share the Good News in a way that creates a safe environment for all vulnerable populations.

Definition of Social Media

Any web-based and mobile technologies, including apps, which are designed to turn communication into interactive dialogue. This includes, but is not limited to, the use of blogs/wikis, mobile phone, computer and tablet "apps," message boards/forums, Facebook, Twitter, YouTube, Vimeo, LinkedIn, Instagram, Tumblr, Snapchat, GroupMe, etc.

Establishing a Social Media Presence

It is important to remember online content is visible to anyone in the world, so one must always be aware of the nature of the information posted. Content should consistently represent the views and teachings of the Catholic Church.

- Approval from the department head/pastor/principal is needed before seeking permission to establish a new site, page, group or account.

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



- Once permission is granted, the new social media platform (e.g. Facebook page, Twitter account, etc.) should contain the official Archdiocese of Atlanta logo or standard approved images used for the Archdiocese of Atlanta and/or its entities (parishes, schools and agencies).
- A minimum of two adult employees (parish, school, mission staff) should have full administrative access to every social media account. These individuals should receive alerts of any page activity sent to their assigned email account (this allows for a quicker response time to urgent requests and helps to ensure that all postings are appropriate). At no time should minors be granted administrative privileges.
- Official sites should contain no personal views, photos or personal information of the administrator and/or staff. Administrators should establish separate accounts and pages for personal and professional use. (Please review section on personal use of social networking sites below for more information).
- Personal pages and information should be neither advertised nor accessible to young people.
- Written permission must be obtained prior to posting photographs or other identifying information of minors/young people on websites and social media sites. We recommend only using the individual's first name in the caption.
- Post the following "rules of conduct" established by USCCB for visitors to the Facebook page: *"All posts and comments should be marked by Christian charity and respect for truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please."*
 - This online "rules of conduct" statement should be in sync with archdiocesan codes of conduct for other areas, such as the standards for protection of children, young adults and human resources.
- We recommend having only one presence in each of the social media platforms that you choose to use. You want to present one church online – spotlighting your various ministries.

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



- Please avoid having a separate page for the parish, another for youth ministry and yet another for a special event at your parish, etc. A social media account must have regular content over the course of a full year in order to be useful. Creating many accounts fragments the audience you are trying to attract and dilutes your message.
- Therefore, under *one* account per social media platform, all ministries should do their posts, tweets, etc. to manage content well and for brand consistency. Ministry leaders should approve each posting beforehand. With the exception of Facebook, create a master user name and password that is given to the Pastor and two other designees.

General “Rules of the Road” for the Administrator (once site, page or group has been established)

- All archdiocesan offices, agencies, parishes and individuals are encouraged to use the hashtag **#archatl** on every message/media posted (including Twitter, Facebook, Instagram, YouTube, etc.). This allows the Office of Communications to more easily find information to share, as well as anyone discussing Catholicism across our archdiocese.
- The Office of Communications requires notification of all accounts created by parishes, missions, schools, offices and departments, in order to add them to a directory and better spread information across the archdiocese. Please notify communications@archatl.com prior to setting up any social media accounts.
- Archdiocesan offices and departments are NOT to have their own YouTube, Vimeo or other video sharing account. All video projects must be coordinated through and approved by the Office of Communications. For videos produced by your office or an outside agency, please supply a copy to communications@archatl.com.
- Stick to your ministry and do not claim to represent the official position of the Church unless authorized to do so. Be honest, professional and clear as to who you are and the ministry you represent.
- Avoid engaging in any postings/communications that could be misconstrued or misinterpreted.

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



- Respect the Catholic Church as a whole, the Archdiocese of Atlanta, your parish/ministry, coworkers and audience. Do not post information about any of these entities that should be kept confidential. All who serve in the archdiocese will witness by their behavior, actions and words, a life consistent with the teachings of the Catholic Church in all social media engagement.
- All comments should be respectful, on topic and void of personal information. You have the right and ability to block/delete those that are potentially libelous, disrespectful or contrary to church teaching.
- Prior to posting make sure you are following all copyright and fair use laws. Always attribute photos, quotes, and information to the original source/author.
- Monitor your posts to determine success of messages and effectiveness of your site. This can be done by monitoring comments, shares, retweets, likes, favorites, etc. Be able to answer questions like “who is your audience” and “which posts are more engaging.” As the account holder and administrator, feel free to delete any negative or questionable comments/posts/reactions. You have full discretion as to what appears on your social media account. If you have any questions, contact the Office of Communications at communication@archatl.com.
- For security purposes, if it is discovered that your social media account has been hacked, do not panic. Contact the respective social media platform which will provide the next necessary steps. In all cases, it is a good idea to change all admin credentials and passwords immediately. If your website or Facebook page has been hacked, we encourage you to have the site temporarily disabled until the issue can be resolved in order to prevent confusion for visitors.
- For more suggestions on establishing social media guidelines, consult the USCCB’s website:
<http://www.usccb.org/about/communications/social-media-guidelines.cfm>
- For specific guidelines related to social networking with minors, please review our separate policy (attached).



Guidelines for the Use of Social Networking Sites with Minors

The Archdiocese of Atlanta recognizes the various ways, both positive and negative, that technology and social media can be used. It is important that technology be used in a responsible and ethical way and that Archdiocesan staff, volunteers and parents be transparent in all forms of communication, particularly when ministering to young persons. Social networking sites should be used for ministry and education rather than for befriending people or socializing. Parents must have access to everything provided to their children.

For example, parents should be made aware of how social media are being used, be told how to access the sites, and be given the opportunity to be copied on all material sent to their children via social networking (including text messages). While parents should be provided with the same material as their children, it does not have to be via the same technology (that is, if children receive a reminder via Twitter, parents can receive it in a printed form or by an e-mail list).

After receiving written parental permission to communicate with young people via social media, Archdiocesan employees should be encouraged to save copies of conversations whenever possible, especially those that concern the personal sharing of a teen or young adult. (This may be especially important with email and text messaging.)

Make everyone aware of the Children's Online Privacy Protection Act, which is federal legislation that oversees how websites interact with children under age 13.

*SOURCES: USCCB Social Media Guidelines
Archdiocese of Chicago, IL
Archdiocese of St. Louis, MO*

Guidelines:

- Written permission must be obtained prior to posting photographs, or other identifying information, of minors/young people on websites. When posting photographs of minors/young people, it is advisable to caption the photographs using only the individual's first name.

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



- The site administrator is an adult considered to be working with minor and thus should have completed all safe environment requirements per the Archdiocesan policy.
- Parents should be informed that a social networking site is being utilized as a standard part of youth ministry and any materials posted on the site must also be available through other communication mediums.
- There is a difference between initiating a “friend request” and accepting one. Friend requests should be initiated by young people, not the adult representative of the Archdiocese of Atlanta and/or its entities.
- In photographs of youth activities, youth should not be “tagged,” or identified by name in the photograph.
- On the original social networking site, it is recommended that the “no tagging” option be set.
- Because of the potential of teen crises or time relevant information, any pages with high volumes of youth involvement should be monitored frequently by official organizational personnel. A plea for help that goes unanswered can be damaging to the parish, school, and/or organization and dangerous for teens and their families.
- It is recommended that clear guidelines or parameters be established with regard to times of communication between adults and young people. While young people may be on the phone/texting in the late evening hours, those who minister with young people should pre-determine a timeframe when it is too late to take a professional call, except in the case of serious urgency.
- All Archdiocesan employees must maintain separate personal and ministry based social media accounts to ensure that any information posted on one’s personal account is not made available to young people.
- If youth are to engage in blogging as a part of an officially sanctioned organizational activity; such activity must be monitored by at least 2 adults, no youth should be identified by name or other personal information, and the content of such a blog must be in compliance with Catholic Church teaching and values.

ADAPTED FROM: The National Federation for Catholic Youth Ministry

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ARCHDIOCESE OF ATLANTA



Personal Use of Social Networking Sites

The Archdiocese of Atlanta respects the right of employees, volunteers and independent contractors to create and maintain personal social networking websites.

Employees, Volunteers and Independent Contractors who choose to identify his or her affiliation with the Archdiocese of Atlanta and/or its entities (parishes, schools and agencies) on personal social networking websites may be seen by their readers as a representative of the Archdiocese of Atlanta. As a result, Employees, Volunteers and Independent Contractors must adhere to the following guidelines:

- **Under no circumstances should confidential, privileged or private matters relating to the Archdiocese of Atlanta and its affiliates be addressed.** This would also include (but not limited to) the advertisement of archdiocesan, school or parish sponsored events and activities.
- **Always include a Disclaimer.** Please add a notice to your personal website that clearly communicates to your readers that the comments or views you chose to share do not reflect the views of the Archdiocese of Atlanta.
- **Adhere to the Confidentiality Policy.** Employees, Volunteers and Independent Contractors must maintain the confidentiality of the Archdiocese of Atlanta and its entities at all times.
- **Be mindful of time spent on personal websites during your normal scheduled working hours.** All time spent on personal social networking websites should be spent on your personal time. Time spent on personal networking websites should not interfere with an employee's job performance. Do not use the Archdiocese of Atlanta e-mail addresses to register on social networking sites, blogs or other online tools utilized for personal use.
- **Respect all of our workplace policies and procedures at all times, even on social networking sites.**
- **Adhere to the policies of the Archdiocese of Atlanta.** Policies regarding workplace conduct in our churches, offices and schools also apply to online activities. Inappropriate postings that may include discriminatory remarks, harassment or threats of violence will not be tolerated.

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



- **Be mindful that the information posted on your personal social networking site, or on other social networking sites could potentially be grounds for discipline or possible termination of employment.**
- **Consult the Human Resources Department of the Archdiocese of Atlanta for more information.**

Acknowledgements

Compiled by the Communications Department of the Archdiocese of Atlanta, utilizing the policies and guidelines of the United States Conference of Catholic Bishops (USCCB), the Diocese of Salt Lake City, the Diocese of Dallas, the Diocese of Orlando, the Archdiocese of St. Louis and the Archdiocese of Chicago.

Revised June 2018

******Please retain for your records******

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ARCHDIOCESE OF ATLANTA



Social Media Policy Acknowledgement Form

I _____, hereby acknowledge receipt of the Archdiocese of Atlanta's Social Media Policy. I understand and hereby consent to its contents, application and enforcement:

This _____ day of _____, _____.

Signature: _____

(Printed) Name: _____

Check one:

____ Priest

____ Deacon

____ Religious

____ Seminarian

____ Employee

____ Independent Contractor

____ Volunteer