



Right to Inspect

[*Owner: Office of Human Resources*]

To protect the property and safety of employees, volunteers and visitors, and to prevent the use and/or possession of illegal drugs, alcohol and other prohibited items in the workplace, the Diocese reserves the right to conduct a search of any employee's work area and equipment. All employees are subject to this policy.

It is important for employees to understand that all offices, desks, computers, lockers, files, etc. are the property of the Diocese and are issued to employees for business use and for the duration of employment only. The Diocese reserves the right, with or without prior notice, to inspect and search the contents of any office, desk, computer, filing cabinet or other Diocesan property in the presence or absence of the employee. The Diocese may also require employees while on the job or on Diocesan premises to agree to reasonable inspection of their personal property, including employee-owned vehicles parked on the property. Inspections may be done at any time at the discretion of the Diocese unless otherwise prohibited or restricted by any local, state or federal law, ordinance or regulation.

Refusal to submit to a search can lead to disciplinary action, including if warranted, termination of employment. Employees who are found in possession of stolen property or other contraband will be subject to appropriate disciplinary action, including, if warranted, criminal prosecution.

In addition, in order to ensure the safety and security of employees and visitors, the Diocese reserves the right to question any employee or other individual entering onto or leaving the premises, and to search any containers or items that the individual may be carrying.