

## Hiring Policy

Effective: 9-1-2025

Corporate entities of the Diocese of Sioux City base their hiring decisions upon the applicant's qualifications, competence and professional abilities. The Diocese of Sioux City and its' entities do not discriminate in employment and personnel decisions with respect to employees or applicants on the basis of marital status. However:

- Diocesan employees cannot be part of a hiring committee when a relative is considered for a position.
- Diocesan employees who are related must not be involved in a supervisory/reporting relationship. The supervisory/reporting relationship cannot be changed without prior approval from the Director of Human Resources or in the case of schools, from the Superintendent of Schools or the Director of Human Resources.
- Diocesan employees are to act professionally when working with a relative and seek counsel from your supervisor or HR if there are any problems. If incidents of favoritism or conflict of interest have occurred, both employees will be subject to disciplinary actions that range from reprimand to termination for cause.
- For the purpose of this policy relatives include but are not limited to spouse, parent, sibling, child, grandchild, niece, nephew, aunt, uncle, cousin or father-in-law, mother-in-law, sister in-law, brother-in-law, stepchildren, or step-parents.

NOTE: This policy does not apply to positions that are temporary or seasonal in nature.

The Diocese of Sioux City and its' entities retain the right to employ individuals of the Catholic faith for positions that directly affect the teachings and mission of the Catholic Church.

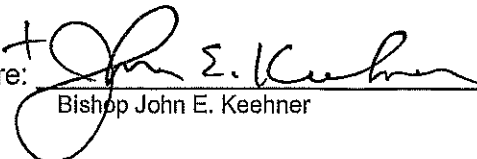
All applicants are required to complete an application form with references and appear for a personal interview. Applicants will be informed that all employees are required to submit to a criminal background check, and if applicable, a credit check. All offers of employment are contingent upon the successful completion of this background check. Diocesan employers are required to check references for applicants prior to making an offer of employment.

All prospective employee interviews will be based on the job description for the vacant position and questions will be job-related only.

**\*Note:** On the effective date of this policy, affected employees of Diocesan entities will be allowed to remain in their present positions. However, any future change of position, title or job responsibilities (i.e. promotion) will be considered as a new hire and will be subject to this policy.

This hiring policy supersedes all previous Hiring Policies established by the Diocese of Sioux City.

Approved by:

Signature:   
Bishop John E. Keehner

Date: 8 July 2025