ST. JOSEPH ACADEMY
(SJA)

| | |
|---|---|
| Department: | ECEC |
| Number: | 800.19 |
| Effective Date: | 1/15/2013 |
| Review Date: | February 27, 2020 |
| Revised Date: | February 27, 2020 |
| Page: | 1 of 1 |

I. Policy:

The purpose of this policy is to ensure that all St. Joseph Academy children, families and staff are treated fairly and consistently, as well as be allowed to learn, work safely and effectively. This policy is necessary for the efficient and orderly operation of St. Joseph Academy, as well as for the benefit and protection of the rights and safety of the children, families and its employees.

II. Procedure:

A. Confidentiality

1. All information pertaining to staff, children, families, and volunteers is confidential and is not to be discussed or divulged to anyone except in conjunction with the legitimate functions of your job duties. Information may be shared with the following:
   a. Child Protective Services
   b. Law Enforcement Agencies
   c. Wisconsin Department of Children and Families
   d. National Accreditation Commission

   If contacted personally about such information, you should direct the inquiring party to one of the ECEC managers.

B. Gossip

1. Gossip is defined as:
   a. Any conversation about another which is held in their absence.
   b. Any conversation about another person in which there is no first-hand knowledge or about which the individuals cannot affect the outcome.
   c. Giving false or misleading information.
   d. Circulating false or malicious rumors.
   e. Unwilling to cooperate, assist and work in harmony with others.
   f. Discourtesy or conduct creating disharmony, irritation or friction.

   Because gossip can be a destructive force in an organization it can undermine productivity and staff morale. Conversations that are not solution-focused are counterproductive. For these reasons, St. Joseph Academy discourages gossip during working hours and on work premises.

Violations of these standards are subject to discipline including suspension, up to and including discharge, depending on the seriousness of the violation, the surrounding circumstances, and the past record of the employee.

Approved by: _____ Date 3/2/2021
President/CEO