

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7013

SUBJECT: VISITORS, MONITORS, AUDITORS

POLICY: Catholic Charities of the Diocese of Palm Beach, Inc. requires that all visitors, monitors and/or auditors keep confidential all information seen or heard while visiting a Catholic Charities program, including computerized or electronic information.

PROCEDURES:

- 1) Each visitor, monitor or auditor will sign the attached Confidentiality Agreement which states that they agree to keep confidential all information seen or heard while visiting Catholic Charities' programs, including computerized or electronic information.
- 2) All visitors, monitors and/or auditors will be properly guided to the appropriate areas where their work will be done. No person from the outside may roam through a program unsupervised.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 04/29/05