

## About the Reporting Process

Through the Archdiocesan Financial Misconduct Hotline, both employees of the Archdiocese of Boston and other interested parties have a means to confidentially report conduct that may be unethical, illegal or otherwise inconsistent with the Archdiocese of Boston's policies. If the person making the report requests anonymity in making the report, we will respect this request. Please refer to Our Commitment to Anonymity and Confidentiality which can be found below.

Please note that this site should not be used for reporting events presenting an immediate threat to life or property. If you require emergency assistance, please contact your local emergency services.

Whether made through the Archdiocesan website or via the dedicated toll-free telephone hotline, all reports submitted through the Archdiocesan Hotline will be given careful attention by the appropriate Archdiocesan Vicar or Director. All reports submitted will be supervised by the Audit Committee of the Archdiocese of Boston Finance Council. If a submitted report references the Vicar or Director who is responsible for investigating in the area of concern of your report then they will be omitted from the reporting process.

This hotline is designed to only accept and respond to allegations of financial misconduct involving employees, volunteers, facilities, and programs of the Archdiocese of Boston. The Archdiocese of Boston primarily operates within the Massachusetts Interstate 495 loop around the City of Boston. There are many Catholic institutions within this area of Massachusetts that are not under the control of the Archbishop of Boston and who are directly responsible for managing their own conduct.

### How to Submit a Report on This Website

1. In the "Make A Report" area you will be presented with a list of possible Areas of Concern to which your report may relate. Click on the most appropriate one. Once you select an area of concern you will be directed through the reporting process.
2. In the reporting process you will be asked to identify the nature of your allegation (Accounting and Auditing, Conflict of Interest, etc.) and the location to which your report relates (parish, school, agency or pastoral center). If the location is not included in the menu you should contact the school, agency or parish directly in that it probably is not under the overview of the Archdiocese. If you choose not to disclose it, you have the option of skipping the location selection, although this may make it harder to investigate the allegation.
3. Complete the form with as many details as possible about your concern.
4. Confirm whether or not you wish to remain anonymous. Please note that we may be able to do a better job of investigating your concern if you let us know who you are and how to reach you. (If you choose to provide your name and contact information, you may be contacted at a later time by appropriate Archdiocesan personnel or Audit Committee Chairperson.)
5. Before submitting your report, you will be asked to choose a password, and upon submitting your report, you will be given a Report Key. You are asked to return to the site after five working days, at which time we hope to be able to give you an update on the report, or we may ask you for further information to help us investigate the matter further. You will need to enter your Report Key and your password to access your report.

### How to Submit a Report using the Toll-Free Telephone Hotline

1. The dedicated toll free number for the Archdiocese of Boston is 1-866-491-5283.
2. Your call will be answered in English by a qualified EthicsPoint call center specialist. The call center specialist will first determine if it is appropriate to continue the call in English. Depending on the language you wish to speak, the call center specialist will either continue with the call, transfer it to a colleague who is able to speak your language, or ask an interpreter to join the conversation.
3. You will be asked whether or not you wish to remain anonymous. Please note that we may be able to do a better job of investigating your concern if you let us know who you are and how to reach you. (If you choose to give your name and contact information, you may be contacted at a later time by appropriate Archdiocesan personnel or Audit Committee Chairperson.)
4. You will be prompted for information relevant to the report by the call center specialist.
5. At the end of the call, you will be given a Report Key and will be asked to create a password.
6. You may call back after five working days to follow-up on your report and to check whether we require any further information from you. You will need to give EthicsPoint your Report Key and password.

## **Follow-Up on a Report**

All reports submitted through the Archdiocesan Hotline will be given careful attention by the Archdiocese. Reports may be made anonymously, if so desired. If you make a report via this site, you are encouraged to return to the site after five working days and click on the Follow-Up on a Report button on the website homepage. You will be asked to enter your private Report Key and password that were assigned to you upon completing your report. At that time, the Archdiocese of Boston may have information on your report, or may ask you for further information in order to proceed with the follow-up action.

## **Our Commitment to Anonymity and Confidentiality**

If you request to remain anonymous when making your report, we will respect your request. However, you should be aware that others who are familiar with the situation you are reporting may be able to guess your identity. You should note that reports are never sent to implicated parties or subordinates.

We will also treat your report confidentially. In many cases, the Hotline Group (generally composed of the Audit Committee, Directors and Vicars of the Archdiocese) is able to investigate matters without disclosing to anyone outside the group that a hotline report has been made. Please note, however, that it is not possible to guarantee absolute confidentiality in all circumstances. Disclosure to others inside or outside the Archdiocese may be required by law in certain cases.

Please do not let these possibilities discourage you from reporting a concern.

## **Data Privacy**

The Archdiocese of Boston collects and uses personal data submitted via this website, which is hosted on its behalf by EthicsPoint, Inc. EthicsPoint has certified with the United States Department of Commerce that it will adhere to the Safe Harbor Framework.

If you submit a report to us via this website, the information contained in it will be used by us and the Archdiocesan organization in accordance with our Privacy Policy. By submitting your report you confirm that you understand that your data will be used, processed and shared (where appropriate) throughout the Archdiocesan organization for the purposes of investigating the issues raised.

By placing your report with EthicsPoint you acknowledge and agree that the Archdiocese of Boston may process, store and otherwise use the reported information as they deem appropriate to investigate and take appropriate action in response to your report.

## **A Commitment to Non-Retaliation**

It is the Archdiocese of Boston's policy to encourage people to report concerns regarding unethical or illegal behavior, and to protect people who raise such concerns from retaliation. As stated in our policies the Archdiocese does not permit discrimination or retaliation of any kind for good faith reports of illegal or unethical behavior.

Retaliation is a serious violation of our Archdiocesan policies and any retaliation by Archdiocesan personnel is subject to disciplinary action, up to and, if necessary, including termination of employment.