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## **About EthicsPoint**

### **What is EthicsPoint?**

EthicsPoint is a comprehensive and confidential reporting tool created by NAVEX Global to assist Church leadership in addressing abuse and misconduct in ministry, and cultivating a safe environment.

### **Why do we need a system like EthicsPoint?**

By creating open channels of communication, we can promote safe environments.

# Reporting – General

## **May I report using either the Internet or the telephone?**

Yes. With EthicsPoint, you have the ability to file a report via either the telephone or the Internet.

## **What type of situations should I report?**

The EthicsPoint system is designed for everyone to report any violation of our stated Code of Conduct, or any other concern you may have.

## **If I see a violation, shouldn't I just report it to my pastor, principal, administrator or human resources and let them deal with it?**

The Code of Conduct states that incidents of misconduct should be reported through the Archdiocesan Misconduct Hotline by calling 844 709 1169, or through the link on the Archdiocesan website.

## **Why should I report what I know? What's in it for me?**

We all have the right to a safe environment and with that right comes the responsibility of reporting inappropriate behavior. By working together, we can maintain safe environments.

## **Does Church leadership really want me to report?**

We certainly do. In fact, we need you to report. You know what is going on in our Archdiocese - both good and bad. You may have initial knowledge of an activity that may be cause for concern. Your reporting can minimize the potential negative impact on the individuals involved, the Archdiocese, and our Community as a whole.

## **Where do these reports go? Who can access them?**

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security. EthicsPoint makes these reports available only to specific individuals within the Archdiocese who are charged with evaluating the report, based on the type of violation. Each of these report recipients has had training in keeping these reports in the utmost confidence.

## Tips & Best Practices

### **I am aware of some individuals involved with unethical conduct, but it doesn't affect me. Why should I bother reporting it?**

All violations of the Code of Conduct, at any level, ultimately hurts the individuals involved, the Archdiocese, and the community, including you. It is everyone's duty to report incidents of misconduct within our Archdiocese.

### **I am not sure if what I have observed or heard is a violation of Archdiocesan policy, or involves unethical conduct, but it just does not look right to me. What should I do?**

File a report. EthicsPoint can help you prepare and file your report so it can be properly understood. We'd rather you report a situation that turns out to be harmless than let possible Code of Conduct violations to go unchecked because you weren't sure.

### **What if my boss or other managers are involved in a violation?**

The EthicsPoint system and report distribution are designed so that implicated parties are not notified or granted access to reports in which they have been named.

### **What if I remember something important about the incident after I file the report? Or what if the company has further questions for me concerning my report?**

When you file a report at the EthicsPoint Web site or through the EthicsPoint Call Center, you receive a unique user name and are asked to choose a password. You can return to the EthicsPoint system again either by Internet or telephone and access the original report to add more detail or answer questions posed by a company representative and add further information that will help resolve open issues. We strongly suggest that you return to the site in the time specified to answer company questions. You and the company now have entered into an "anonymous dialogue," where situations are not only identified, but can also be resolved, no matter how complex.

### **Are these follow-ups on reports as secure as the first one?**

All EthicsPoint correspondences are held in the same strict confidence as the initial report.

**Can I still file a report if I don't have access to the Internet?**

You can file an EthicsPoint report from any computer that can access the Internet. You can file from home. Many public locations, including the public library, have Internet computers. If you don't have access to or are uncomfortable using a computer, you can call the EthicsPoint toll-free hotline, which is available 24 hours a day, 365 days a year.