



## **FREQUENTLY ASKED QUESTIONS**

### **What is EthicsPoint?**

EthicsPoint is an independent reporting service that allows clergy, employees, volunteers, parishioners, vendors and other interested parties to comfortably report concerns of misconduct.

EthicsPoint provides the hotline and compliance service to organizations and other dioceses around the country, to include the Diocese of Arlington and the Archdioceses of Washington, Baltimore and Philadelphia.

Reports can be made anonymously (if preferred) and confidentially via the telephone or online.

### **Why did the diocese implement EthicsPoint?**

While the diocese has procedures in place to ensure accountability and transparency, EthicsPoint will serve as an additional avenue for individuals to report concerns of misconduct. And while EthicsPoint is intended to capture and address misconduct, we believe it will also serve to deter others from considering such violations.

### **Can an individual make a report anonymously?**

Yes. Ideally, an individual should bring any concerns forward to their supervisor or other member of local leadership. However, if you are uncomfortable doing so, EthicsPoint provides you with an alternative process to report. We would rather you report anonymously than not report at all.

### **What if I want to be identified with my report?**

There is a section in the report for identifying yourself, if you wish.

**How do I make a report?**

The toll-free number and online reporting are available 24 hours a day. Toll-free number: 844-739-3210. Internet: [richmonddiocese.ethicspoint.com](http://richmonddiocese.ethicspoint.com).

**What if my boss or other supervisor/leader is involved in suspected misconduct?**

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.

**I am aware of some individuals involved in unethical conduct, but it doesn't affect me. Why should I report it?**

All unethical conduct, at any level, ultimately hurts the diocese and its employees and volunteers, including you. So, please report.

**I am not sure if what I have observed or heard is considered misconduct, 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 unethical behavior go unchecked because you weren't sure.

**What happens after making a report?**

After you submit your report, you will be assigned a code, called a "report key". Please save your report key and password in a safe place. You will be contacted if additional information is needed and/or to keep you apprised on the status of your report.

You can return to the EthicsPoint system either online or telephone and access the original report to add more detail or answer questions posed by a diocesan representative.

**Who at the Diocese reviews the submitted reports?**

Reports are entered directly on the EthicsPoint secure server to prevent any possible breach in security and these reports are available only to specific individuals within the diocese who are charged with evaluating the report. The individual receiving a report will not have access to the identity of an anonymous reporter and are required to keep all reports in the utmost confidence.

### **What is EthicsPoint Incident Management System?**

The Incident Management system enables the diocese to collect and analyze all reports so that we may learn by identifying trends and insights. Potential outcomes could be developing new trainings, updating policies and identifying risk.

### **Is EthicsPoint intended to accept reports of suspected sexual abuse by a priest, deacon, religious, lay employee or volunteer of the Diocese of Richmond?**

No. The diocese encourages individuals who are making a report of abuse by a priest, deacon, lay employee or religious to contact law enforcement, including **Child Protective Services (CPS) at 1-800-552-7096** and the **Attorney General's Clergy Abuse Hotline at 1-833-454-9064**. After contacting the civil authorities' individuals are encouraged to contact the confidential diocesan **Victim's Assistance 24 Hour Reporting Number at 1-877-887-9603**.

### **Who can I contact if I have other questions?**

You may contact a member of the diocesan Office of Human Resources at 804-359-5661.