



Be a good steward



❖ What is this hotline?

The Ethics and Compliance Hotline allows individuals to communicate financial and employee misconduct concerns involving any parish, school, archdiocesan office, and any archdiocesan employee, anonymously (if they wish) and confidentially via the telephone or online without fear of retaliation. The archdiocese has contracted with EthicsPoint, an independent, third-party service that provides this hotline service to organizations, companies and other dioceses around the country.

❖ Why was this hotline rolled out?

As administrators of the Church's temporal goods, the archdiocese is committed to responsible stewardship. We have many safeguards in place already to inform us of possible fraud and misconduct, but we also encourage concerned individuals to do the right thing when it comes to unethical, illegal or unsafe behavior and to speak up.

❖ Was there a specific incident that prompted the archdiocese to roll out the hotline?

No. The archdiocese believes that this hotline is another way to show our commitment to responsible stewardship of the gifts we have been given.

❖ What are examples of misconduct that should be reported to this hotline?

Examples may include and are not limited to:

- accounting or auditing irregularities
- theft or fraud
- misuse of parish assets
- embezzlement
- destroying, altering or falsifying parish records, contracts & reports
- improper dealings with vendors and conflicts of interest

❖ What good does such a hotline do anyway?

Not only does a hotline such as this help us to detect and remedy employee misconduct, but it will also deter others from considering such violations. Complaints may also help us to assess risk and identify areas where we may need to change policy or procedures.



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- ❖ **Will this hotline take reports of suspected sexual abuse?**
No. This hotline is not intended to be used for reporting sexual abuse allegations, which continue to be handled in accordance with the archdiocese's Child Protection Policy. Anyone who has been a victim of sex abuse is encouraged to report it to the proper civil authorities and the archdiocesan director of child protection services at 301-853-5328. Contact information for civil reporting can be found in the archdiocesan Child Protection Policy in Appendix A.
- ❖ **I am an employee at a parish and I don't want to report because I need my job and I am afraid of retaliation. Will I be able to make my report anonymously?**
Yes. When you observe some behavior that you believe violates our code of conduct, we expect you to report it. Ideally, you should bring any concerns forward to your direct manager, or other member of the management team. We recognize, however, that there may be circumstances when you are not comfortable reporting the issue in this manner. It is for such circumstances that we have established the Ethics and Compliance Hotline. We would rather you report anonymously than keep the information to yourself.
- ❖ **Who at the archdiocese sees these reports when they come in?**
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 and location of the incident. The report recipients will not have access to the identity of an anonymous reporter and are required to keep these reports in the utmost confidence.
- ❖ **Who reviews these cases and what happens?**
A team of financial and legal experts at the archdiocese will promptly review and investigate all concerns reported to the hotline, then make a determination on the course of action needed.
- ❖ **How do I access the hotline?**
The toll-free number and Internet reporting capabilities are available 24 hours a day, 365 days of the year.

Toll-free number: 1-855-290-3381

Internet: www.archdioceseofwashington.ethicspoint.com