



ARCHDIOCESE OF PHILADELPHIA

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OFFICE of the MODERATOR of the CURIA

MEMORANDUM

TO: Pastors, Administrators, Business Managers,
High School Presidents and Principals, Elementary Principals

FROM: Reverend Monsignor Daniel J. Kutys *djk*
Moderator of the Curia

DATE: April 16, 2018

RE: EthicsPoint Launch

EthicsPoint Hotline

As you are aware, the Archdiocese of Philadelphia (AOP) has recently established a Professional Standards and Business Conduct Policy. It is intended to supplement existing policies and procedures in effect at the Archdiocesan Pastoral Center as well as all related parishes, schools and ministries.

The AOP has selected EthicsPoint, a third-party vendor used by many (Arch)dioceses across the United States, to provide clergy, lay employees, and volunteers (Church personnel) with a way to anonymously and confidentially report alleged violations of these policies.

Church personnel may now file a report through EthicsPoint online at www.archphila.ethicspoint.com or by dialing **1-844-840-6662**, which is toll free. All reports will be handled promptly and discreetly. When using this reporting method, individuals have the right to remain anonymous and confidentiality will be maintained insofar as is possible. This hotline is not meant, in any way, to replace the normal course of business or the Pastoral Center's ongoing commitment to assist parishes, schools and ministries with regular and timely consultation.

EthicsPoint has been implemented to assist all Church personnel in their obligation to report all forms of unethical and improper behavior, whether related to financial reporting, misappropriation of assets, conflicts of interest, or other employee matters. If individuals have information about behavior believed to be in violation of the Professional Standards and Business Conduct Policy, the normal course of action would be to report such concerns to one's own supervisor. EthicsPoint is available for situations that arise where it is not feasible to report such concerns in that manner or if individuals are reluctant to do so for other reasons.

The EthicsPoint system **should not be** used to report concerns related to Child and Youth Protection or School Safety issues. Anyone who suspects child abuse should immediately call ChildLine toll free at 1-800-932-0313. Mandatory Reporters must make this call. Anyone who suspects Church personnel of child abuse should also call the Office of Investigations at 1-888-930-9010. Anyone who suspects Church personnel of violating the *Standards of Ministerial Behavior & Boundaries* should also call the Office of Investigations. To report issues related to school safety, please contact the school's principal.

Conclusion

I kindly ask that you share this information regarding the EthicsPoint launch with those individuals to whom it is applicable. In the near future, you will also be receiving posters to display and wallet cards to distribute regarding the launching of the EthicsPoint hotline. If you have any questions, please contact the Office for Parish Service and Support at 215-587-2474 or via email at pss@aop222.org. Thank you for your continued service to God and His people.