

Diocese of Fort Wayne-South Bend Policy to Report Wrongdoing (May 2018)

General

The Diocese of Fort Wayne-South Bend requires all representatives of the Church, including clergy, religious, directors, and other volunteers and lay employees, to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All representatives of the Church must practice honesty and integrity in fulfilling their responsibilities, and comply with all applicable laws and regulations.

The objectives of the Policy to Report Wrongdoing are to establish policies and procedures for:

- The submission of concerns regarding questionable financial or legal matters and violations or suspected violations of the Code of Canon Law on a confidential or anonymous basis;
- The receipt, retention and treatment of complaints received by the organization; and,
- The protection of anyone reporting concerns from retaliatory actions.

Reporting Responsibility

Each representative of the Diocese of Fort Wayne-South Bend has an obligation to report in accordance with this policy (a) questionable or improper accounting or auditing matters, and (b) other financial, legal or canonical concerns (hereinafter collectively referred to as Concerns).

Reports of Concerns should be made to Tom Skiba by any of the following methods.

Work- 260-969-1231 ext. 312

Home- 260-436-1003

E-Mail- tskiba@hainescpa.com

Concerns are to be reported as soon as possible. Reports of Concerns should include all relevant information about the suspected act, including any material evidence that exists.

No Retaliation

This policy is intended to encourage and enable stakeholders to raise Concerns within the Organization for investigation and appropriate action. With this goal in mind, no stakeholder who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, anyone who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from their position within the Church.

Investigation

The designated personnel shall be responsible to a thorough and expeditious investigation of the reported Concern.

Proposed decisions on disposition of a case will be discussed with the Bishop or his designee(s). The results of all reported Concern investigations and the final resolution shall be reported to the Audit Committee.