



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: March 6, 2018

RE: Professional Standards and Business Conduct Policy

Introduction to the Professional Standards and Business Conduct Policy

In an effort to demonstrate our commitment to maintaining the highest ethical standards in our operations and in our relationships with employees and organizations with which we do business, Archbishop Chaput has approved the attached Professional Standards and Business Conduct Policy. These standards are applicable to all clergy, religious, seminarians, pastoral ministers, administrators, employees, board/council members, and volunteers of the Archdiocese of Philadelphia (“AOP”) and its related parishes, schools, and ministries (collectively, “Church Personnel”). This policy is to be followed in conjunction with all other related policies and procedures of the AOP and its related parishes, schools and ministries.

Introduction to EthicsPoint—System to Report Violations of Policy

The AOP considers it an obligation of all Church Personnel 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 you have information about behavior you believe 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. Situations may arise where it is not feasible to report such concerns to one’s supervisor or you are reluctant to report it for fear of reprisal or retaliation. Accordingly, the AOP will implement EthicsPoint, a third party vendor used by many Arch/Dioceses across the United States, to provide an Ethics Hotline.

This hotline is a confidential method of reporting suspected financial misconduct, and other specified policy violations (excluding alleged sexual abuse violations which are reported to law enforcement and to the Office for Investigations) in the AOP and its related parishes, schools, and

ministries. EthicsPoint is expected to launch in mid-April 2018. More information regarding EthicsPoint will follow.

This hotline is not meant, in anyway, to replace the normal course of business and the Pastoral Center's ongoing commitment to assist parish, schools and ministries with regular and timely consultation.

Commitment to Good Stewardship

The implementation of EthicsPoint, which has been strongly suggested and endorsed by the Archdiocesan Finance Council and Audit Committee, furthers the AOP's commitment to maintaining the highest ethical standards in our operations and reminds us of our special degree of accountability as faithful servants of the Church. In recent years we have strengthened this commitment in a variety of ways, including publishing audited financial statements annually, requiring parish and schools agreed-upon procedures engagements focused on internal controls, and creating numerous policies and procedures that enable our clergy and staff to be better stewards of our financial resources. EthicsPoint is an additional component of our commitment to good stewardship.

Conclusion

I kindly ask that you share the Professional Standards and Business Conduct Policy with those individuals to whom it is applicable to and acknowledge that it was distributed by responding via email to the Office for Parish Service and Support at pss@aop222.org. Thank you for your continued service to God and His people.