

# 201 Reporting Suspected Fraud Or Dishonest Conduct

## 201 REPORTING SUSPECTED FRAUD OR DISHONEST CONDUCT

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### **Policy:**

Archdiocesan personnel who detect or suspect fraud, dishonest conduct, or other ethics violations should report their concerns immediately to the Ethics Hotline.

### **Procedures:**

A) Reports can be made to the Ethics Hotline through the Archdiocese's website, [www.archbalt.org](http://www.archbalt.org), by using the EthicsPoint Quick Link, through EthicsPoint's website [www.ethicspoint.com](http://www.ethicspoint.com), or through the EthicsPoint's telephone hotline at 1-888-572-8206.

B) Examples of conduct that should be reported include, but are not limited to:

Complaints related to financial misconduct such as:

- Fraud and Theft
- Conflict of interest
- Embezzlement
- Falsification of contracts, records, or reports
- Theft of Gifts and Donations

Complaints related to Human Resources issues such as:

- Harassment and Inappropriate Behavior
- Misuse of Resources
- Threats of Violence
- Workplace Safety

C) The individual reporting the concern should not:

- contact the suspected individual in an effort to determine facts or demand restitution; and should not
- discuss the case, facts, suspicions or allegations with anyone unless directed to do so by Archdiocesan Legal Counsel or the Manager of Internal Audit.

D) The reporting and investigation of suspected improprieties or irregularities should be kept confidential, so as to avoid damaging the reputation of an innocent person or prematurely alerting suspected individuals that an investigation is underway.

E) The Ethics Hotline should not be used to report concerns related to Child and Youth Protection and School Safety issues. For concerns related to these issues, the following reporting guidelines should be followed:

Child and Youth Protection: Anyone who knows of or suspects child abuse by a priest, employee, or volunteer of the Archdiocese should contact the Archdiocesan Office of Child and Youth Protection at (866) 417-7469 immediately.

School Safety: To report issues related to classroom safety, harassment, drugs, alcohol or bullying, please contact the school's principal. If the issue is not adequately resolved, please contact the Department of Catholic Schools at 410-547-5515.

F) Frequently asked questions regarding the Ethics Hotline are [answered here](#).