

Episcopal Diocese of Fort Worth

Whistleblower Policy

Policy Number: A-2
Adopted: May 15, 2010

PURPOSE:

This policy provides for the reporting and investigation of complaints involving a violation or suspected violation of a law or regulatory requirement and for protecting persons who report such complaints.

CANONICAL REFERENCES:

Constitution and Canons for the Government of the Episcopal Church: Title I, Canon 7: - Of Business Methods in Church Affairs. The Canons of the Episcopal Church set forth the general responsibility and accountability for the stewardship of the Church's money and property. Title I, Canon 7 specifically addresses the business methods prescribed for every diocese, parish, mission, and institution subject to the authority of the Episcopal Church. The *Manual of Business Methods in Church Affairs* identifies requirements and seeks to provide helpful advice on sound, practical internal controls, accounting guidelines and business practices. There are many references to timely and accurate compliance with laws and regulatory requirements that are applicable to churches.

EDFW Constitution, Article 11 – The Executive Council. There shall be an Executive Council, established by the Canons, which shall exercise all the powers of the Convention between meetings thereof, implementing the directives and policies of that body, initiating and developing new work, but not acting in conflict with the expressed will of the Convention.

POLICY:

1. The Episcopal Diocese of Fort Worth expects all employees and members of the Diocese to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all applicable laws and regulatory requirements.
2. All employees and members of the Diocese are encouraged to report violations or suspected violations of a law or regulatory requirement applicable to the Diocese and its operations with someone who can address their complaint properly. In most cases, complaints should be presented to the Bishop, President of the Standing Committee or President of the Corporation. If the person is not comfortable speaking to the Bishop or one of the presidents, he or she is encouraged to speak to the Chancellor or any member of the Executive Council, Standing Committee, or Corporation with whom the person is comfortable. Violations or suspected violations may also be reported anonymously.

3. All employees and members are encouraged to report complaints in writing so as to assure a clear understanding of the issues raised. Such reports should be factual rather than speculative or conclusory, and contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures. Complaints may be made orally.

4. All complaints will be followed up promptly, and an investigation conducted. The Chancellor is responsible for investigating and resolving complaints and allegations concerning violations of any ethical or legal principles applicable to the Diocese or its employees and members. The Chancellor shall consult with the appropriate Diocesan committee(s) in the investigation of complaints.

5. Reports of violations or suspected violations and the names of complaining and participating persons will be kept confidential to the extent possible, consistent with the need to conduct an adequate review and investigation.

6. All employees or members of the Diocese who in good faith report a violation of a law or regulatory requirement or who participate in good faith in any resulting investigation or proceeding shall not suffer harassment, retaliation, or adverse employment or member consequence.

7. The Episcopal Diocese of Fort Worth will take disciplinary action (up to and including termination) against an employee or member who in its assessment has engaged in retaliatory conduct in violation of this policy.