

## **The United Methodist Church of the Resurrection**

### **REPORTING SUSPECTED VIOLATIONS OF POLICIES, LAWS AND ETHICAL STANDARDS**

Approved June 4, 2020 by Church Council

We expect all pastors, staff, contractors, and volunteers of the Church of the Resurrection (“Church”) to practice the highest levels of ethical conduct in fulfilling their responsibilities including compliance with all applicable policies, ethical standards and local, state and federal laws. Guiding us in our actions are the words of Jesus to “Do unto others as you would have them do unto you,” and “Love your neighbor as you love yourself.”

In Matthew 18:15, Jesus teaches that when another member of the church sins against us, we are to go to that person and share our grievance. There are situations, however, where this approach may not be appropriate, particularly when it may reasonably be considered unsafe to do so. In such situations, these concerns should be reported to the Church.

#### **Reporting Responsibility**

It is the responsibility of all persons to report suspected violations of policies, laws and ethical standards (“Suspected Violations”), so the Church and/or appropriate law enforcement authorities have an opportunity to conduct an investigation and to address inappropriate conduct, if warranted. Anyone reporting a Suspected Violation must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Allegations that prove not to be substantiated and which prove to have been made maliciously will be viewed as a serious disciplinary offense.

#### **Reporting Procedure**

1. The Church has an open-door policy and encourages anyone, including staff, volunteers and participants, with a concern about a Suspected Violation to speak with his or her ministry leader, immediate supervisor, a higher-level supervisor, Human Resources or the Director of Safety, Compliance and Risk Management. All reports of Suspected Violations will remain confidential to the extent possible, consistent with the need to conduct an adequate investigation and inform appropriate parties.
2. Upon receiving a report of a Suspected Violation, supervisors and ministry leaders are required to elevate the matter to the Director of Safety, Compliance and Risk Management, who then will inform appropriate members of the executive staff including the Senior Pastor to ensure the matter is promptly and appropriately investigated.
3. If an appointed pastor is a subject in a Suspected Violation, the District Superintendent of the Kansas City District of the United Methodist Church will be notified.
4. Anyone uncomfortable speaking with a supervisor or ministry leader about a Suspected Violation is encouraged to elevate the matter to the Director of Safety, Compliance and Risk Management or any member of the executive staff or to the Director of Human Resources.
5. If an executive staff member is the subject of a Suspected Violation, the Suspected Violation may be reported to the Chairperson of the Staff Parish Relations Committee who will then lead the investigation or, at the committee’s discretion, engage an external partner to conduct the investigation. Contact information is available at [cor.org/committees](http://cor.org/committees).
6. Alleged criminal behavior shall be reported to the appropriate law enforcement agency for investigation.

7. All reports of Suspected Violations will be investigated promptly in a thorough manner, and appropriate corrective action will be taken, when warranted by the investigation. Persons reporting a Suspected Violation will be notified when the investigation is concluded.
8. All employees, contractors and volunteers are required to fully cooperate with an investigation into a Suspected Violation.

**No Retaliation**

It is against the Church's values to retaliate against anyone who, acting in good faith, reports a Suspected Violation. Retaliation, intimidation or any form of reprisal against anyone who makes a good faith report or participates in an investigation will not be tolerated. Any person who feels they have been subjected to any retaliation as a result of their making a report or participating in an investigation should report such retaliation immediately to Human Resources and/or a ministry leader. An employee who retaliates will be subject to discipline up to and including termination of employment.