



MEMO

March 11, 2021

TO: Pastors & Administrators

FROM: Jim DiFrancesco, Human Resources

RE: New RCAB Code of Conduct & Annual Sexual Harassment Policy Distribution

Attachments: Vicar General Codes of Conduct Cover Letter
RCAB Code of Conduct Policy
RCAB Volunteers Code of Conduct Policy
RCAB Sexual Harassment Policy (French, Spanish, Portuguese & English versions)

I have attached several documents related to the promulgation of two new Codes of Conduct. These new codes supersede the Code of Ministerial Conduct, and are applicable to all clergy, religious, lay staff, and volunteers serving the Archdiocese of Boston.

In accordance with the Vicar General's cover letter (attached), the new Code of Conduct will need to be distributed at your locations. I have also included a copy of the Sexual Harassment policy which needs to be distributed to all the same groups, and which can be distributed with the appropriate Code of Conduct to save time and effort.

In a normal (non-pandemic) year, I would recommend printing hard copies and checklists, and asking your managers, supervisors, and principals (if applicable), to distribute the policies and check off the staff or volunteer name as they do. These checklists would then be collected and retained as proof of receipt.

This process is fine for those who are working on site, but this year it may need to be supplemented for those who are working from home. In those cases, I would recommend attaching the documents to an email (with a read receipt) and a request that they respond back in an email acknowledging receipt of the policies. The read receipt and the email acknowledging receipt could then be printed and retained.

For those who do not work on site and do not have email, regular mail could be employed, or they can be given hardcopies of the policies when they return to the office.

I appreciate your help on this. Please contact me at 617.746.5829 if you have any questions or concerns.

Jim