



Misconduct, as defined by this policy, includes a wide variety of potentially problematic behaviours, from unintentional behaviours which warrant apology and correction to serious, habitual harassment or verbal abuse. The Policy for reporting and investigating misconduct is designed to both evaluate the nature of the breach and ensure an appropriate response for all involved. Recognizing the good will of the vast majority of employees and volunteers, the Eparchy of Saskatoon strives first to prevent abuse through education, and secondly through identifying and eliminating misconduct. Wherever possible, misconduct is to be addressed at the local level. Any time that alleged misconduct involves a Pastor, or Associate Pastor, the PCC will carry out the Pastor's role in the Policy, in conversation with the ECC. Assistance and support are available at any time from the ECC, and is required in some circumstances, as outlined below.

Any exploitation, harassment, or abuse that is physical or sexual in nature is considered serious and will be reported immediately to the ECC, as per section 3D of this Policy.

The aim of an investigation of misconduct is to stop potentially harmful or abusive behaviours before harm or abuse occurs. When an allegation of misconduct is reported, the Pastor or PCC will:

1. Contact the person making the report to gather details of the alleged misconduct.
2. Assess whether or not misconduct has occurred.
3. Communicate to the person who has made the report as to what action will be taken.
4. Follow up on misconduct according to the Policy below.

Misconduct falls under the following three categories, and the Policy for each immediately follows:

- 1. Unintentional misconduct where no harm has been perceived by another person or has actually occurred.**
 - a. The employee or volunteer is to be made aware of their misconduct. They are to have a discussion with their immediate supervisor and/or the pastor about the circumstances of the misconduct and identify an action plan to prevent any reoccurrence of misconduct.
 - b. If a second misconduct of the same type occurs, the incident is to be recorded in written form including a preventative action plan and filed with the signed **Covenant of Care Form** (Appendix C).
 - c. A third misconduct of this type will result in disciplinary action appropriate to the misconduct, which may include removal from the ministry. Action taken on a third misconduct of the same type must be written up by the pastor and submitted to the ECC.
- 2. Unintentional misconduct where harm has been perceived by another person and/or where harm has allegedly or actually occurred.**
 - a. The employee or volunteer is to be made aware of their misconduct. They are to have a discussion with their immediate supervisor and/or the pastor about the circumstances of the misconduct and identify an action plan to prevent any reoccurrence of misconduct.
 - b. Provided that the misconduct does not pose present or future risk to vulnerable persons, warranting the end of employment or volunteer ministry, the incident is to be recorded in written form, including a preventative action plan, and filed with the employee's or volunteer's completed **Covenant of Care Form** (Appendix C).
 - c. If the misconduct and/or the harm it caused jeopardizes the employee's or volunteer's suitability for ministry, ministry may be terminated. The ECC and/or Eparchial Advisory Committee must be called upon in such circumstances.
- 3. Intentional and/or illegal misconduct.**
 - a. Intentional misconduct on the part of an employee or volunteer is a violation of the individual's agreement to abide by the **Covenant of Care**. Regardless of whether or not harm is perceived, or actual, intentional misconduct is to be reported to and dealt with in collaboration with the ECC.
 - b. Illegal activity or allegations of illegal activity on the part of an employee or volunteer in the context of a ministerial relationship must be reported to the ECC. Reporting and investigation will follow the Policy outlined in sections 3D and 3E of this Policy.

In every category of misconduct, repeat misconduct is to be considered an adequate reason for questioning an employee or volunteer's suitability for ministry. In some cases, it may be necessary to suspend or modify the services or duties of the alleged accused until such time as the Pastor, PCC and/or the ECC is assured of compliance with the **Covenant of Care**. In cases where there is not a willingness to comply with the expectations outlined within the **Covenant of Care**, the individual(s) may be asked to resign from their position, or their employment/volunteer ministry may be terminated.