

The Executive Council/Domestic and Foreign Missionary Society Conflict of Interest Policy Statement

In accordance with the provisions of a resolution adopted by Executive Council on September 17, 1975:

All members of (1) Executive Council, (2) the Standing Committees and Commissions of Executive Council, and (3) all officers and employees of The Executive Council/Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America, including Consultants and Contracted Staff Persons, have an obligation to promote the best interests of the Council/Society and its affiliated organizations at all times and in all circumstances;

The Council/Society requires that the persons mentioned above be aware of and guided by its policy with regard to conflicts of interest;

Specifically, they should conduct themselves so as to avoid any situation or circumstance that does or may involve a conflict, or the appearance of a conflict, between their personal interests and the interests of the Council/Society and its affiliated organizations.

Therefore, Members of (1) Executive Council, (2) the Standing Committees and Commissions of Executive Council, and (3) all officers and employees of the Council/Society may not:

1. Accept or undertake to accept - nor may a close relative, i.e., spouse, parent, sibling, child, accept or undertake to accept - an emolument or gift, a loan, except from an established banking or financial institution at standard, commercial rates available to the general public, entertainment, or a favor from any person or organization seeking to do business with, doing business with, under contract to, or having done business with or been under contract to the Council/Society;
2. Have or hold a financial interest in any outside entity (e.g., corporation, unincorporated business, limited partnership) that is or has been under contract to, or is seeking to do, is doing, or has done business with the Council/Society, except when that interest consists of securities issued by a publicly held corporation that are regularly traded on the open market;
3. Represent the Council/Society in any negotiation or transaction with an outside entity in which he/she or a close relative has an interest;
4. Furnish any service(s), including, but not limited to, directorial, managerial, or consulting service(s), to an outside entity (1) whose securities are held by the Council/Society as an investment or (2) that is seeking to do business with, is doing business with, or is under contract to the Council/Society;
5. Act as an agent for or a representative of an entity or person, i.e., a prospective Consultant or Contracted Staff Person, or the outside entity that represents him/her, in negotiations with the Council/Society for the services of that entity or person;
6. Disclose any confidential information about the Council/Society, not required by the nature of the services provided, to any outside entity or person, or the outside entity that represents him/her, for personal profit, advantage, or any other reason;
7. Furnish investment or managerial advice or services to the Council/Society if his/her principal outside occupation is the investment and/or management of funds or property; or
8. Act as a fiduciary, whether executor, trustee, guardian, conservator, committee member, or custodian of any fund, trust, or estate, in which the Council/Society has a beneficial interest.

Procedure:

1. All members of (1) Executive Council, (2) the Standing Committees and Commissions of Executive Council, (3) all officers and employees of the Council/Society, and (4) all prospective Consultants and Contracted Staff persons are to read the foregoing Policy Statement and make a full and prompt disclosure of any and all instances of potential conflict of interest to the Chair of their Committee or Commission, their Unit Executive, or, in the case of Consultants and Contracted Staff Persons, the Unit Executive who administers their Agreement.
2. A Report (see attached Conflict of Interest Report) shall be submitted to the Secretary of the Council/Society by any party subject to this Conflict of Interest Policy (1) within thirty (30) days of his/her coming under its jurisdiction and (2) prior to each annual meeting thereafter.
3. A Report (see attached Conflict of Interest Report) shall be submitted to the Secretary of the Council/Society by any party subject to this Conflict of Interest Policy not less than fifteen (15) days after he/she has reason to believe that (1) a particular situation or circumstance heretofore unreported might be construed as a conflict of interest or (2) a particular situation or circumstance heretofore reported - but not at that time determined to be a conflict of interest - might now be so construed.
4. The Secretary of the Council/Society shall (1) examine all Reports submitted to him/her, (2) determine whether a conflict of interest did, does or will exist, and (3) propose remedial or punitive action.
5. All information disclosed by the covered parties on the Council's/Society's Report shall be treated as confidential, except for situations and circumstances in which the Council/Society may be compelled to reveal all or part of that information in order to protect its interests. In such situations and circumstances the Council/Society shall give the disclosing party prior notice.

The Sexual Harassment and Sexual Abuse Policy

*for Participants in Activities Under the Auspices of the General Convention
and Executive Council of the General Convention*

In accordance with a resolution adopted by the Executive Council in February, 1993:

The Executive Council of the General Convention of the Episcopal Church deplors sexual harassment and sexual abuse of any kind in our society, but particularly as such conduct may involve participants at meetings, events, and other activities sanctioned by the General Convention or the Executive Council or any of their associated or affiliated commissions, committees, boards, agencies, task forces, or similar bodies.

In order to implement this policy, the Executive Council of the General Convention adopts the following definitions and procedures:

- (a) "Sexual harassment" includes any unwelcome sexual advance or conduct (written, spoken, or physical), any direct or indirect request for a sexual favor or suggestion that one might be granted, and any tormenting behavior based on sex.
- (b) "Sexual abuse" includes any unwelcome physical or verbal sexual contact with another person in a context that would be regarded as unlawful or improper by local governmental authorities.

For purposes of this policy the following procedures will apply with regard to *Complaints*:

Any complaint of sexual harassment or abuse allegedly committed at an activity of an organization sanctioned by the General Convention or Executive Council shall be made, in writing, either to the person in charge of the activity or to an officer of the Executive Council, i.e., Presiding Bishop as Chair, President of the House of Deputies as Vice Chair, Vice President, Secretary, or Treasurer, or to some other person specifically designated by the Presiding Bishop to assist them in handling such matters. The complaint shall include a detailed account of the incident, the names and positions with the Church of the complainant and the person against whom the complaint is made, the name of any witness to the incident, and any documents that may be a part of or be relevant to the incident.

For purposes of this policy the following procedures will apply with regard to *Investigation and Report*:

- (a) The complaint shall be forwarded as soon as practicable to the Presiding Bishop or to their designee. Within five days of receipt of the complaint, the Presiding Bishop or their designee shall commence an investigation into the facts alleged in the complaint, by interviewing the complainant and the respondent and any witnesses to the incident and by reviewing any relevant documents. This investigation shall be carried out in a manner that is sensitive to the feelings and dignity of both the complainant and the person against whom the complaint is made.

- (b) A written report of the investigation shall promptly be prepared and sent to both the complainant and respondent. The report, which shall in any event be reviewed and endorsed by the Presiding Bishop, shall consider and reach a conclusion as to whether or not the allegations in the complaint have been shown to be well-founded and whether or not further investigation is warranted.
- (c) If the foregoing report concludes that an allegation of sexual abuse has been shown to be well-founded, the Presiding Bishop or their designee shall forthwith furnish a copy of the report to the appropriate governmental authorities and shall ensure such authorities of their cooperation of any ensuing investigation of the incident.

For purposes of this policy the following procedures will apply with regard to *Sanctions*:

- (a) If the foregoing report concludes that the allegations of the complaint have been shown to be well-founded, the Presiding Bishop shall take one or more of the following steps: (i) admonish the perpetrator; (ii) ask the perpetrator to resign (immediately or at some other specific time) from the position with the church body that authorized his or her presence at the activity at which the incident took place; (iii) ask the perpetrator to resign from one or more other Church-related positions; (iv) recommend that the perpetrator undergo professional evaluation or treatment; (v) recommend to the Church body that elected or appointed the perpetrator that the perpetrator be removed from, or not reappointed to the position; (vi) in the case of a member of the clergy, refer the report to the appropriate Ecclesiastical Authority having disciplinary jurisdiction; or (vii) take such other action as the Presiding Bishop may deem appropriate.
- (b) If, during the investigation of the incident complained of, the Presiding Bishop or their designee has reason to believe that the continued participation by the alleged perpetrator in his or her Church position, whether or not involving the activity at which the incident took place, would be unduly threatening or disruptive, the Presiding Bishop shall, pending completion of the investigation, take one of the steps set out in Paragraph (a) above.

For purposes of this policy the following procedures will apply with regard to *Confidentiality*:

The Presiding Bishop and their designee shall retain copies of all information and reports relating to any complaint and the incident alleged. The Presiding Bishop shall treat all such material in a sensitive manner, keeping confidential to the extent appropriate and feasible all those named, the allegations of the complaint and relevant responses, and the results of the investigation.

The Executive Council/Domestic and Foreign Missionary Society
Conflict of Interest/Sexual Harassment and Abuse Policy Reports

TO: The Secretary of The Executive Council and the Domestic and Foreign Missionary Society

FROM: _____

TITLE: _____

AFFILIATIONS(S): _____

DATE: _____

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Reporting no Conflicts of Interest: I have read the *Conflict of Interest Policy Statement* of The Executive Council/Domestic and Foreign Missionary Society. To the best of my belief and knowledge, neither I nor any close relative is pursuing any interest, has any connection, or within the past year engaged in any activity that conflicts with the interests of The Council/Society as they are defined in the Policy Statement and Directives. I do so now stipulate without exception or qualification:

(Signed)

Members of the Committee on Investments: Reporting no Conflicts of Interest: Because my principal occupation is the management of investments and/or real property, I have been appointed to the Committee on Investments. To the best of my belief and knowledge I have not in the past year influenced or attempted to influence the selection of brokerage firms or influenced the purchase and sale of securities in investment part of or under the direction of engaged by The Council/Society to purchase and/or sell securities on its behalf. I do so now stipulate without exception or qualification:

(Signed)

(Print name of employer)

Reporting Potential Conflicts of Interest: I have read the *Conflict of Interest Policy Statement* of The Executive Council/Domestic and Foreign Missionary Society. Based on my understanding of this document I am now reporting the following potential conflict(s) of interest. On the attached sheet(s) I am setting forth the details for your information and review.

(Signed)

A copy of my written statement for each potential conflict of interest previously reported and still in force, regardless of the Secretary's determination, is attached hereto.

Statement of Acknowledgement of Advice of the Sexual Harassment Policy of the Council/Society

I have read *The Sexual Harassment and Sexual Abuse Policy for Participants in Activities Under the Auspices of the General Convention and Executive Council of the General Convention*, understanding that its contents describe the current policy of the Council/Society.

(Signed)