



Memo

Date: September 24, 2018

To: Pastors, Administrators, Department Heads, Parish, School and Chancery Staff

From: Marquita Richburg, Manager, Office of Human Resources; Perla Freed, Director of Safe Environment, Office of Child and Youth Protection

Re: **Update** - Archdiocesan Hotline

The Archdiocese of Atlanta believes diligent enforcement of its non-retaliation measures is vital to the success of the reporting process because employees must feel they can report problems without fear of reprisals. Employees are encouraged to report workplace concerns immediately to his/her supervisor, a manager or the Office of Human Resources at the Chancery.

Effective immediately, employees may also utilize the services of the Archdiocesan Hotline (managed by a third party) to report sensitive workplace concerns at 1-888-437-0764. The hotline number was primarily used in the past for reporting allegations of abuse.

This change does not affect the current process for reporting allegations of abuse. Please continue to follow our normal policies and procedures for reporting allegations of abuse.

Sensitive workplace matters may include any of the following (but are not limited to):

- 1) Human Resources issues (harassment, workplace safety, misconduct, etc.).
- 2) Accounting or audit-related issues at the parish/school level (financial mishandling, fraud, misappropriation, etc.).

Note: You must continue to report incidents of child abuse. Contacting the archdiocesan hotline does not remove the responsibility of mandated reporters to communicate the incident to the proper authorities, DFCS at 1-855-GACHILD (1-855-422-4453).