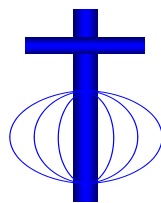


**POLICY ON
THE PREVENTION OF HARASSMENT
AND THE RESOLUTION
OF COMPLAINTS**



VOLUNTAS DEI INSTITUTE

2019

CONTENTS

1.0	Introduction	1
2.0	Definitions	2
3.0	Terms and Application of the Policy	4
4.0	Policy Objectives	4
5.0	Principles	4
6.0	Responsibilities	5
7.0	Prevention of Harassment	7
8.0	Procedure	8
9.0	Procedure for Lodging a Complaint	11
10.0	Formation	15
11.0	Communications	15
12.0	Request for Information	16

APPENDICES

A.	Constitutions of the Voluntas Dei Institute	17
B.	Code of Canon Law	19
C.	<i>Motu Proprio Sacramentorum Sanctitatis Tutela</i>	20
D.	<i>Motu Proprio Vos Estis Lux Mundi</i>	21

Voluntas Dei Institute
Policy on the Prevention of Harassment
and the Resolution of Complaints

1.0 INTRODUCTION

The Voluntas Dei Institute (“the Institute”) seeks to be present in every milieu, and its apostolic objective is *to create peace and brotherhood in Jesus Christ*. It shares in the mission of the Church that was commissioned by Christ to embody and convey the love of God to all people and all nations (Const., Art. 12).

This objective obligates one to an authentic fraternal life. In the light of this objective, the members are exhorted to find in Christ their solidarity with all persons, especially with those who suffer the most or who are the least favoured, and to work at building up a more loving world (Const., Art. 14).

Secular consecration is lived in the midst of the world. It is gift of self to God and response to a call of grace to live the evangelical counsels (chastity, poverty and obedience) in order to be in the world as leaven in dough (Const., Art.43).

Living in the midst of the world, members of the Institute are in regular contact with many people, and they can often find themselves in situations of trust and even authority over vulnerable people. In such situations, we must absolutely avoid any action (gesture, word, look, etc.) that could be construed as harassment. It is therefore important to be very prudent without developing paranoia that could paralyze members in carrying out their mission.

All forms of harassment and abuse are contrary to the principles and values promoted by the Gospel, and they are strongly reprovved by the Church and the Institute.

Note: The masculine gender includes the feminine gender to lighten the text.

2.0 DEFINITIONS

2.1 Person

Signifies both a minor “aged less than eighteen (18) years of age,” and an adult 18 years of age or older.

2.2 Minor

A minor in this policy refers to a person younger than 18 years of age. This definition, however, may be different when it is a question of applying civil legislation.

2.3 Vulnerable Person

All persons finding themselves in a state of infirmity, physical or emotional deficiency or the privation of personal freedom that in fact limits even occasionally one’s capacity of comprehension, will or ability to resist the offence.

2.4 Harassment

There are several kinds of harassment. It can be sexual, physical, or psychological. The harassment can be committed through gestures, actions and words, as well as by omission (cases of negligence / neglect).

In every case, a particular behaviour is judged as harassment when we can reasonably expect that these gestures, actions or words cause insecurity, embarrassment, humiliation, or vexation to an individual or a group.

Sexual Harassment

Sexual harassment is defined as being behaviour of a sexual nature that is not desired and having an inconvenient and uncalled-for effect.

Concretely, sexual harassment can take place:

1. By word (for example: comments that should normally be seen as offensive), by insistent invitations to go out with or be alone in the presence with the person in question, make sexual overtures or ask for sexual favors;
2. By gestures such as unwanted caressing or fondling, or hand or bodily gestures with a sexual connotation;

3. By insinuations or veiled statements to the effect that the granting of sexual favors would bring advantages to the person (examples: a promotion, a raise in salary, a lighter task load, or permission to participate in training activities, or go on a trip).

Physical Harassment

Physical harassment is defined as any gesture causing bodily harm that is not accidental. The harm caused can be bruises, cuts, burns, fractures, or internal harm. These forms of harassment are distinguished by the use of unacceptable force. Physical harassment is the same as physical aggression.

Psychological Harassment

Psychological harassment may include criticism or demands that are excessive when the age and the capacity of the person are taken into consideration. Also included are intimidation and any remark or behavior leading to psychological discomfort.

2.5 Sexual Abuse

Sexual abuse against a minor or vulnerable person is defined as any contact or interaction when the victim, minor or vulnerable persons, serves as an object of sexual gratification for the person at fault.

A minor or vulnerable person is the victim of sexual abuse independent of the fact that the person has or has not been forced to participate, whether or not there has been physical or genital contact, whether or not the activity was instigated by the minor or vulnerable person, and whether or not the activity had harmful effects.

2.6 Institute

The Voluntas Dei Institute.

2.7 Members

Refers to members of the Institute in the strict sense, that is, professed members (clerics and single laymen). Members in the strict sense do not include the associate members (married persons) nor persons spiritually affiliated.

2.8 Persons Involved in the Institute

Refers to professed members, associated members (married or widowed), observers, aspirants, probationers, persons spiritually affiliated as well as employees and volunteers of the Institute

3.0 TERMS AND APPLICATION OF THE POLICY

Any kind of harassment or sexual abuse towards another is unacceptable and is not to be tolerated. Complaints of harassment and sexual abuse are to be dealt with rapidly, with justice and compassion towards all the persons implicated.

This Policy is directed toward all incidents of harassment or sexual abuse independent of the place where they took place (work, travel, encounters, meetings and social activities, etc.)

The present Policy applies exclusively to professed members of the Institute throughout the world.

However, when situations mentioned in this policy arise and that associate members (married persons or widows, widowers), observers, aspirants, probationers, spiritually affiliated persons, employees or volunteers are implicated, the authorities of the Institute shall use this Policy as a guide in dealing with these situations.

The districts and regions must specify how this policy is applied in order to adjust it to local customs and legislation, and send a copy to the Institute's Central Administration.

This Policy will be revised as needed.

4.0 POLICY OBJECTIVES

The objectives of this Policy are:

- a) to send out a clear message that acts of harassment or of sexual abuse cannot be tolerated on the part of any members of the Institute;
- b) to ensure the greatest protection possible to every victim of harassment or sexual abuse;
- c) to determine a plan of intervention that allows quick and effective response following an allegation of harassment or sexual abuse, while respecting all persons and institutions implicated and concerned.

5.0 PRINCIPLES

- a) Concern of the Institute to reach those in a position of weakness, and give priority to the security and protection of the victims; to give them a fraternal welcome and hearing, and give them appropriate support.
- b) The denounced member of the Institute also has a right to appropriate support, including psychological and legal consultation.

- c) However, the member is responsible for his actions, and he must bear the consequences, including – according to circumstances - payment of total or partial expenses and compensations exacted, due to the fact that members control and administer their worldly goods. The Institute cannot be held liable for the actions of its members.
- d) Dispositions of the Code of Canon Law, of the Constitutions and Rules of the Institute, of an entire particular Church with authority over the territory where the member resides or works, and all other local civil and criminal legislation shall be respected.
- e) The Institute is not to be an accessory to a criminal situation, nor to substitute for civil justice. In its concern to work at having a world of justice, true love and respect, the Institute wants to work in concert with local organizations to help the victims of harassment and sexual abuse.
- f) The directions in this document are based on principles of pastoral goodness and kindness and not on the acknowledgement of any legal responsibility on the part of the Institute.
- g) Confidentiality is to be respected regarding all those implicated in the process of complaint.

6.0 RESPONSIBILITIES

- a) The District or Regional Director is responsible for applying this Policy in his district or region. It is the Director General's responsibility to do so in countries where there is no region or district.
- b) The responsibility for dealing with a charge of harassment or sexual abuse relating to an event having taken place before the erection of a district or a region falls on the Director General.
- c) Responsibility also devolves to the Director General when particular circumstances of a case do not allow fair and equitable treatment in the region or district.
- d) An allegation declared in a region or district is to be first dealt with in the region or district in question. If it is not possible to resolve the issue at that level, it shall be submitted to the Director General.

- e) The Director (District or Regional Director, and the Director General for their respective jurisdictions) appoints as his delegate someone having the power to act in cases relative to charges of harassment or sexual abuse. The director determines the mandate of his delegate in writing. The Director of the District or Region informs the Director General of the name and mandate of this person.
- f) Neither the Director nor any priest involved in the complaint shall hear the sacramental confession of the denounced member, nor the plaintiff or victim unless this has already taken place. In that case, these people cannot become involved in handling the complaint.
- g) The Director appoints an advisory committee to advise him and his delegate on the matter at hand. This committee is composed of persons as diversified as possible such as a victim, psychologist, canonist, lawyer, police or social worker.
- h) The role of the Advisory Committee is to:
 - i) advise on the truth of the complaint and on follow-up required;
 - ii) help through its expertise the director and his delegate carry out their responsibilities towards the victim(s); and
 - iii) obtain professional help, if necessary.
- i) The Director or his delegate is responsible for media relations.
- j) When a situation has been declared, the Director and the delegate must ensure that there is sufficient physical and emotional distance between them and the persons involved to treat the issue fairly. If this cannot be, they shall hand the case over to someone else who can respect this requirement.
- k) When the Director must take disciplinary action following a complaint, he must do so while respecting the articles of our Constitutions found in Appendix A.
- l) The Director ensures that the actual insurance policies of the Institute, district or region provide the best protection possible.
- m) The Director informs all persons involved in the Institute of the present Policy.
- n) Regularly, such as at the beginning of each civil year, the Director General reminds all of the members mentioned in paragraph *m* about their obligation to respect this Policy. The Director General and the Directors of districts and regions do the same with their respective employees and volunteers.

- o) The Regional or District Director must notify the Director General of every complaint made in his region or district.
- p) The Director follows strict procedures for the admission of new candidates: professed, associated members (persons married or widowed), persons spiritually affiliated, employees and volunteers of the Institute. These procedures comprise interviews, tests, verification of the identity of candidates as well as prior judicial proceedings and the obtaining of a police record check. The Director will also communicate with referees, employers or former superiors. Further, candidates to Orders are subject to a psychological evaluation before being admitted to the formation program and as a new member.
- q) If a person involved in the Institute has reasonable grounds to believe that another person involved in the Institute has sexually abused a minor, a vulnerable person, a religious or candidate to Orders, he has the obligation to report without delay to the Director (Director of the District or Region or the Director General for those countries where there is not a district or region) where the alleged wrong doing occurred. The identity of the person who reported such an incident is kept confidential. See the excerpts from the Motu Proprio "*Vos Estis Lux Mundi*" in Appendix D
- r) The Director General and the Directors of districts and regions ensure that the obligations of the Institute spelled out in parts 10 and 11 of this policy are respected in their respective jurisdictions.

7.0 PREVENTION OF HARASSMENT

It is better to prevent harassment and sexual abuse than trying to repair the damage caused. Courteousness, tact, and reserve are always basic attitudes in harmonious relations. This kind of behaviour is indispensable in any situation where people deal with one another. Here are a few thoughts on this question:

- a) **Ask.** When you do not really know whether what you are saying or doing can offend someone, **ask.** This is what must be done especially in a mixed environment. Certain comments and behaviours are very obviously humiliating, embarrassing, and offensive, while others do not always appear to be so at first sight. Besides, the limits of good manners differ from one person to the next, and also depending on the context. **In case of doubt, ask.**

- b) **Speak.** People who are ill at ease with the behaviour or words of others should express their concern. Others cannot always know what can be offensive to you. You can help them by telling them what you find offensive. Although it may not always be possible to do so, the simple fact of expressing these concerns can in certain cases trigger communication and bring about mutual understanding and the settling of delicate situations.
- c) **Be careful about body language and non-verbal signals.** Even if people feel hurt by remarks or the behaviour of others should say so, there are some who cannot do so. Non-verbal behaviour (body language, tone of voice, facial expression, and sudden silence) is often the sign of discomfort triggered by a word or gesture. By paying attention to non-verbal signals, people can very often better understand the effect that their words or gestures produce on others.
- d) **Excuse yourself.** Even when someone has no intention of hurting another, his words and actions can make the other **feel** ill at ease, embarrassed, humiliated, or exploited. This, too, causes problems. In this case, **excuses** and a change in attitude can help in large measure to heal relationships between people.
- e) **Act.** You may happen to see someone yell at a person or reprimand him before others, put up offensive posters or other documents, use foul language to someone, swear at him, or exhibit other unacceptable behaviour. When this happens, witnesses should **act** by calling to order the offender, if they can do so, or else bring the matter up with a person in authority in the Institute (team animator, sector animator, etc.). Everybody should work at settling differences before the situation worsens, and set an example by having a proper and respectful behaviour.

8.0 PROCEDURE

8.1 Special protocol applicable to charges of harassment or sexual abuse made directly to the Institute

Here we refer to the situation of a victim or one close to him who brings forward an accusation of harassment or sexual abuse without the diocesan, civil or police authorities or the media being informed. Note that if the charge is laid against a priest incardinated in a diocese, the diocesan authorities are responsible for dealing with the complaint. However, the Institute collaborates fully in helping resolve the conflict.

Receiving the Complaint

The complaint is sent to the District or Regional office (or the Central Administration as the case may be) where the alleged actions would have taken place. If the person accused lives in another district or region, the Director concerned is informed.

The Director asks the delegate to meet with the plaintiff as soon as possible in order to ascertain the truth of the matter.

Meeting with the plaintiff

Before the meeting, the delegate informs the plaintiff of the possibility of him being accompanied by a person of his choice, the confidential nature of the meeting and the possibility that the delegate may be called to be a witness in a civil or legal proceeding of what he may hear.

The delegate meets the plaintiff and informs him of the reason for the meeting. He takes notes of the plaintiff's version of the facts. He then determines whether there is any reasonable motive to believe that the plaintiff's emotional and physical security have been compromised. If it is at least likely, the delegate is bound to report the situation to the civil or police authorities concerned.

The delegate assures the plaintiff that his rights will be respected and that, if the complaint is justified, he facilitates immediately access to spiritual, psychological or other supports of which the plaintiff or the victim has need.

The delegate then informs the plaintiff that the member accused will be interviewed and that the complaint will be studied by the Advisory Committee.

In any case, the delegate opens a file, notes the chronology of events and writes the minutes of the meetings with all concerned.

Information to the Director

The delegate who has met with the plaintiff reports to the Director without delay.

Meeting with the member accused

The reasons for this meeting of the delegate with the member accused are the following:

- a) let the accused member know the name of the plaintiff and victim as well as the facts that have brought about the complaint;
- b) get the accused member's version of the facts;
- c) ensure the member that his rights will be protected;

- d) help him find spiritual, psychological, legal or other aid needed;
- e) inform him of the Institute's obligations regarding the allegation;
- f) inform the member accused of the procedure to be followed;
- g) if the member accused is a **priest** or a **deacon**, inform him that the Code of Canon Law (especially canons 1717 and 1718, and the *Motu Proprio Sacramentorum Sanctitatis Tutela* - Appendices B and C) apply;
- h) inform the accused member in writing that everything he says may be used against him, in a criminal or civil proceeding and of the possibility that the delegate may be called as a witness at the time of an eventual proceeding on what he is about to hear;
- i) forbid all contact with the plaintiff, the alleged victim, and the victim's family; and
- j) indicate to the member that he can see himself forbidden to exercise any public ministry.

The delegate draws up minutes of the meeting, and reports to the director.

Notification

If there is sufficient matter to deem it necessary to report (that is, if the complaints are credible and the law requires that the complaint be reported as in the case where the victim is a minor), the delegate brings the situation before the civil or police authorities and abides by their directives. The plaintiff and the member accused are then notified of the complaint being reported.

In certain cases, when the member accused has been given a mandate by the diocesan bishop, the delegate reports the situation to the diocesan authorities and discusses with them the steps to be taken.

Meeting of the Advisory Committee

The delegate convenes the Advisory Committee without delay. The Advisory Committee then gives its advice and suggests the follow-up to be given, if necessary.

The delegate draws up minutes of the meeting and reports to the Director.

If the director deems it necessary, he obliges the accused member to withdraw from his post and pastoral or other activities.

No report

If there is no reporting to civil authorities or the police, the delegate meets the plaintiff and gives the reasons for his decision. The plaintiff is then advised of his rights and, even, of his obligation

to report if he judges that there is sufficient reason to do so. The accused member, too, is advised of the decision.

Investigation and decision of diocesan, civil authorities, and the police

This is the responsibility of the diocesan, civil authorities, and the police, and there can be no intervention whatever by the Institute, at this stage of the process.

Reporting to authorities concerned, outside the Institute

Taking account of the specific circumstances of a given complaint, the Institute can inform the authorities concerned, those authorities outside the Institute like the accused member's employer(s) or organisation.

Help offered

The delegate offers spiritual and psychological aid and support to the victim and his family, taking into account the directives of the diocesan, civil authorities, or the police, and of the Advisory Committee.

Help is also offered to the member accused, keeping in mind the particular circumstances of the complaint, and the situation of the accused member.

Persons involved in the Institute who are touched by the accusations of harassment or sexual abuse receive sufficient support.

Also, particular problems - such as isolation, exhaustion, pornography and alcohol and other - that touch upon the mental health of persons affected must be treated through the means of professional and spiritual support.

Conclusion of the Investigation

Once the investigation is terminated, the Director determines the appropriate measures to be taken while considering the concerns of public security relative to the person accused and the best way to treat the complex problem of canonical and pastoral responsibility toward this person.

Afterwards, the delegate communicates to the plaintiff, the victim, to the person accused and to the authorities concerned the results of the investigation (if the complaint has grounds or not) as well as the measures taken (removal from responsibilities, psychological treatment, etc.)

Supervision and Control

The Institute takes the necessary measures of supervision and control of persons subjected to this policy (professed member, associated member [married person], person spiritually affiliated, employee and volunteer of the Institute) involved in a situation of harassment or sexual abuse during an investigation or at all other times in order to ensure that these persons respect the conditions that have been imposed upon them. These measures are adapted to each case. They can include several of these conditions or whatever other measures:

- a) to be assigned to a residence, a parish, city or any other territory;
- b) to report in person or otherwise (telephone, Skype, or other means) regularly (daily, every week, monthly) to a person designated by the Institute;
- c) to withdraw from his post, pastoral activities or others;
- d) to no longer exercise his faculties of ministry in public; and
- e) not to communicate with certain persons.

8.2 Special protocol applicable to complaints made directly to the diocesan, civil or police authorities

This is the situation where a complaint is lodged with diocesan, civil authorities, or the police, and reported to the director.

Receiving the complaint

The plaintiff is referred to the delegate appointed by the Director. So as not to impede the inquiry, requests for confidentiality by diocesan, civil authorities, and the police are respected.

Meeting with the member accused

The delegate meets with the member accused without delay, if diocesan, civil authorities or the police permit it. Otherwise, he shall wait, before proceeding.

The reasons for this meeting are the following:

- a) if not already done by the diocesan, the civil authorities, or the police, let the accused member know about the complaint;
- b) get his version of the facts;
- c) ensure the member that his rights will be protected;

- d) if the member accused is a **priest** or a **deacon**, inform him that the Code of Canon Law (especially canons 1717 and 1718, and the Motu Proprio *Sacramentorum Sanctitatis Tutela* - Appendices B and C) apply;
- e) inform the accused member in writing that everything he says may be used against him, in a criminal or civil suit and of the possibility that the delegate may be called as a witness at the time of an eventual process concerning what he is about to hear;
- f) help him find spiritual, psychological, legal or other aid needed; and
- g) invite the denounced member to withdraw voluntarily from his position and his pastoral or other work, if need be

The delegate directs the meeting, keeping in mind the following prescriptions:

- a) the free and voluntary character of the meeting;
- b) respect of the freedom of both the plaintiff and the accused member, regarding their respective version of the truth;
- c) honest and frank discussion of their version with no promises or threats or innuendos to either party;
- d) the accused member has the right not to incriminate himself, and refusal to do so does not mean that he is guilty; and
- e) intention to act disinterestedly, with interest in justice being done.

The delegate draws up minutes of the meeting.

Information to the Director

The delegate who has met with the accused member reports to the Director. The Director obliges the accused member to withdraw from his position and pastoral and other activities, as the case may be.

Meeting of the Advisory Committee

If necessary, the delegate meets with the Advisory Committee.

Help offered

The delegate offers aid and support to the victim and his family, taking into account the directives of the diocesan and civil authorities, the police, where appropriate.

Help is also offered to the member accused, keeping in mind the particular circumstances of the complaint, and the situation of the accused member.

Persons involved in the Institute who are touched by the accusations of harassment and sexual abuse receive sufficient support.

Also, particular problems - such as isolation, exhaustion, pornography and alcohol and others - that touch upon the mental health of persons affected must be treated through the means of professional and spiritual support.

Conclusion of the Investigation

Once the investigation is terminated, the Director determines the appropriate measures to be taken while considering the concerns of public security relative to the person accused and the best way to treat the complex problem of canonical and pastoral responsibility toward this person.

Afterwards, the delegate communicates to the plaintiff, the victim, to the person accused and to the authorities concerned the results of the investigation (if the complaint has grounds or not) as well as the measures taken (removal from responsibilities, psychological treatment, etc.)

Supervision and Control

The Institute takes the necessary measures of supervision and control of persons subjected to this policy (professed member, associated member [married person], person spiritually affiliated, employee and volunteer of the Institute) involved in a situation of harassment or sexual abuse during an investigation or at all other times in order to ensure that these persons respect the conditions that have been imposed upon them. These measures are adapted to each case. They can include several of these conditions or whatever other measures:

- a) to be assigned to a residence, a parish, city or any other territory;
- b) to report in person or otherwise (telephone, Skype, or other means) regularly (daily, every week, monthly) to a person designated by the Institute;
- c) to withdraw from his post, pastoral activities or others;
- d) to no longer exercise his faculties of ministry in public; and
- e) not to communicate with certain persons.

8.3 Special protocol applicable to all other complaints

There are other situations that could arise, such as accusation of acts against a person that violate the Criminal Code or acts which, even if they are not against the Criminal Code are incompatible with the obligations of a member of the Institute. These complaints may be drawn to the attention of the Director by accusation from a plaintiff, a crown prosecutor, the police or media or by another person.

In this case and depending on the concrete situations of the case, the delegate uses as a guide the procedure described in the preceding Section (8.2). The delegate evaluates with the Advisory Committee regarding the steps to take.

When it is a question of an offence against the obligations of the Church or the Institute which does not fall under civil authorities, the delegate evaluates with the Advisory Committee what procedure to follow, keeping in mind what is specified by the Canon Law, particularly canons 1717 and 1718, and the Motu proprio *Sacramentorum Sanctitatis Tutela* (Cf. Appendices B and C).

In these situations, help to the accused member and to the victims shall be a constant concern.

9.0 PROCEDURE FOR LODGING A COMPLAINT

In order to lodge a complaint, each person or his legal representative must furnish to the person delegated to receive the complaint the following:

- a) the name and coordinates of the plaintiff;
- b) the name of the person to whom the complaint is directed;
- c) a detailed description of the complaint by indicating what the person has done wrong;
- d) if possible, the names and coordinates of all witnesses; and
- e) all other pertinent information.

This procedure is posted on the Web site of the Central Administration, districts and regions with the coordinates of the person responsible to receive the complaints.

10.0 FORMATION

All professed members, associate members (persons married or widowed), aspirants, probationers, persons spiritually affiliated, employees and volunteers of the Institute receive formation on the whole of this Policy but in particular on the following aspects:

- a) prevention of harassment and sexual abuse (Part 7 of the Policy); and
- b) the nature and the effects of harassment and sexual abuse with the aim of encouraging compassion for the victims, correcting the myths and overcoming the stigma of having been made a victim of sexual violence.

Following this formation, everyone mentioned above signs a document confirming that are aware of the Policy of the Institute and are committed to respecting it.

11.0 COMMUNICATIONS

The Policy of the Institute is easily accessible to the public by being posted on the Web site of the Central Administration of the Institute, districts and regions and by being published in the form of a booklet or other.

All of the persons involved in the Institute are informed with the least delay about the state of a civil or criminal judicial proceeding for harassment or sexual abuse while completely respecting the obligations of the normal application of the law and confidentiality.

The Institute responds with frankness to justifiable requests for information concerning an accused person.

The Institute furnishes a copy of this Policy to the Conference of Catholic Bishops and to the Ordinaries in which the Institute works.

12.0 REQUESTS FOR INFORMATION

All requests for information shall be addressed to the Regional or District Director, or the Director General, as the case may be.

APPENDIX A
Constitutions of the Voluntas Dei Institute

Article 52

In questions of disciplinary prescriptions, temporary dispensation from the Constitutions and the Rules may be granted by:

- 1) the director general for the Institute as a whole. He advises the district directors concerned, at the time such dispensation(s) takes (take) effect.
- 2) the district director, for his own district. If he dispenses an entire group, the district director informs the director general without delay.

Article 91

The dismissal of a professed member who does not have Stability requires serious motives: ... cause of scandal for others...

Article 92

Dismissal of a professed member after Stability requires grievous reasons, specifically:

- 1) scandal against natural law;
- 2) manifest infidelity to one's commitment by vows in the Institute: known infidelity to consecrated celibacy...

Article 94

Whenever a question of dismissal arises, both the district director and the director general are obliged to resort to all possible means suggested by prudence and Christian charity to bring back the member onto the right path; they must also offend neither justice nor charity, and avoid that the member leave the Institute with feelings of resentment.

Article 125

Dismissal of an associate member after Stability requires serious reasons, namely:

- 1) scandal against natural law;
- 2) notorious infidelity to one's commitments as an associate member of the Institute: infidelity to married life...

Article 132

In a spirit of total availability and out of responsible obedience, members apply all their resources and initiative to carrying out their professional and apostolic tasks.

Conscious of the respect due to persons, they do not content themselves with simply executing orders received, but they strive to engage in a frank and open dialogue with authority. This is a condition essential to the exercise of authority as a service.

While maintaining their right of appeal to higher authority in case of conflict, members nonetheless keep in mind that they must submit to the decisions of authority, in order to respect the common good and the will of God.

Article 173

... the Central Council's deliberative vote is required to:

- 16) accept, refuse, or postpone a member to aspirancy, probation, profession or commitment, and stability, or dismiss one, where there is no district.
- 19) decide on the dismissal of a member, following articles 91, 92, and 125.

Article 175

The Central Council's advisory vote is required in those cases stipulated by canon law and by the Constitutions, as well as when the director general considers any appeal from a member whose profession, commitment, or stability has been refused or postponed by a district council.

APPENDIX B Code of Canon Law

Canon 1717

§1: Whenever the Ordinary receives information, which has at least the semblance of truth, about an offence, he is to enquire carefully, either personally or through some suitable person, about the facts and circumstances, and about the imputability of the offence, unless this enquiry would appear to be entirely superfluous.

§2: Care is to be taken that this investigation does not call into question anyone's good name.

§3: The one who performs this investigation has the same powers and obligations as an auditor in a process. If, later, a judicial process is initiated, this person may not take part in it as a judge.

Canon 1718

§1: When the facts have been assembled, the Ordinary is to decide:

- whether a process to impose or declare a penalty can be initiated;
- whether this would be expedient, bearing in mind can. 1341;
- whether a judicial process is to be used or, unless the law forbids it, whether the matter is to proceed by means of an extra-judicial decree.

§2: The Ordinary is to revoke or change the decree mentioned in §1 whenever new facts indicate to him that a different decision should be made.

§3: In making the decrees referred to in §1 and 2, the Ordinary, if he considers it prudent, is to consult two judges or other legal experts.

§4: Before making a decision in accordance with §1, the Ordinary is to consider whether, to avoid useless trials, it would be expedient, with the parties' consent, for himself or the investigator to make a decision, according to what is good and equitable, about the question of harm.

Note: The Director General acts as Ordinary in the Institute according the norms of the Code of Canon Law.

APPENDIX C
Motu Proprio “Sacramentorum Sanctitatis Tutela

On April 30, 2001 Pope John Paul II published the Motu Proprio *Sacramentorum Sanctitatis Tutela* reserving the study of certain offences to the exclusive competence of the Congregation for the Doctrine of the Faith. He also promulgated at the same time procedural norms to be followed in cases of accusations lodged against a cleric, deacon, or priest alleged to have committed an offence against the sixth commandment of the Decalogue with a minor aged less than 18 or with a person more than 18 years of age who habitually possesses an imperfect use of reason.

APPENDIX D
Excerpts from the Motu Proprio « Vos estis lux mundi »

Art. 1 - Scope of application

§1. These norms apply to reports regarding clerics or members of Institutes of Consecrated Life or Societies of Apostolic Life and concerning:

a) delicts against the sixth commandment of the Decalogue consisting of:

i. forcing someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts;

ii. performing sexual acts with a minor or a vulnerable person;

iii. the production, exhibition, possession or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions;

§2. For the purposes of these norms,

a) “*minor*” means: any person under the age of eighteen, or who is considered by law to be the equivalent of a minor;

b) “*vulnerable person*” means: any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence;

c) “*child pornography*” means: any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes.

Art. 2 - Reception of reports and data protection

§1. Taking into account the provisions that may be adopted by the respective Episcopal Conferences, by the Synods of the Bishops of the Patriarchal Churches and the Major Archiepiscopal Churches, or by the Councils of Hierarchs of the Metropolitan Churches *sui iuris*, the Dioceses or the Eparchies, individually or together, must establish within a year from the entry into force of these norms (June 1st, 2019), one or more public, stable and easily accessible

systems for submission of reports, even through the institution of a specific ecclesiastical office. The Dioceses and the Eparchies shall inform the Pontifical Representative of the establishment of the systems referred to in this paragraph.

§2. The information referred to in this article is protected and treated in such a way as to guarantee its safety, integrity and confidentiality pursuant to canons 471, 2° CIC and 244 §2, 2° CCEO.

§3. The Ordinary who received the report shall transmit it without delay to the Ordinary of the place where the events are said to have occurred, as well as to the Ordinary of the person reported, who proceed according to the law provided for the specific case.

Art. 3 - Reporting

§1. Except as provided for by canons 1548 §2 CIC and 1229 §2 CCEO, whenever a cleric or a member of an Institute of Consecrated Life or of a Society of Apostolic Life has notice of, or well-founded motives to believe that, one of the facts referred to in article 1 has been committed, that person is obliged to report promptly the fact to the local Ordinary where the events are said to have occurred or to another Ordinary among those referred to in canons 134 CIC and 984 CCEO.

§2. Any person can submit a report concerning the conduct referred to in article 1, using the methods referred to in the preceding article, or by any other appropriate means.

§4. The report shall include as many particulars as possible, such as indications of time and place of the facts, of the persons involved or informed, as well as any other circumstance that may be useful in order to ensure an accurate assessment of the facts.

§5. Information can also be acquired *ex officio*.

Art. 4 - Protection of the person submitting the report

§1. Making a report pursuant to article 3 shall not constitute a violation of office confidentiality.

§2. Except as provided for by canons 1390 CIC and 1452 and 1454 CCEO, prejudice, retaliation or discrimination as a consequence of having submitted a report is prohibited and may constitute the conduct referred to in article 1 §1, letter b).

§3. An obligation to keep silent may not be imposed on any person with regard to the contents of his or her report.

Art. 5 - Care for persons

§1. The ecclesiastical Authorities shall commit themselves to ensuring that those who state that they have been harmed, together with their families, are to be treated with dignity and respect, and, in particular, are to be:

- a) welcomed, listened to and supported, including through provision of specific services;
- b) offered spiritual assistance;
- c) offered medical assistance, including therapeutic and psychological assistance, as required by the specific case.

§2. The good name and the privacy of the persons involved, as well as the confidentiality of their personal data, shall be protected.

Art. 19 - Compliance with state laws

These norms apply without prejudice to the rights and obligations established in each place by state laws, particularly those concerning any reporting obligations to the competent civil authorities.

The present norms are effective since June 1st 2019 and are approved ad experimentum for three years.