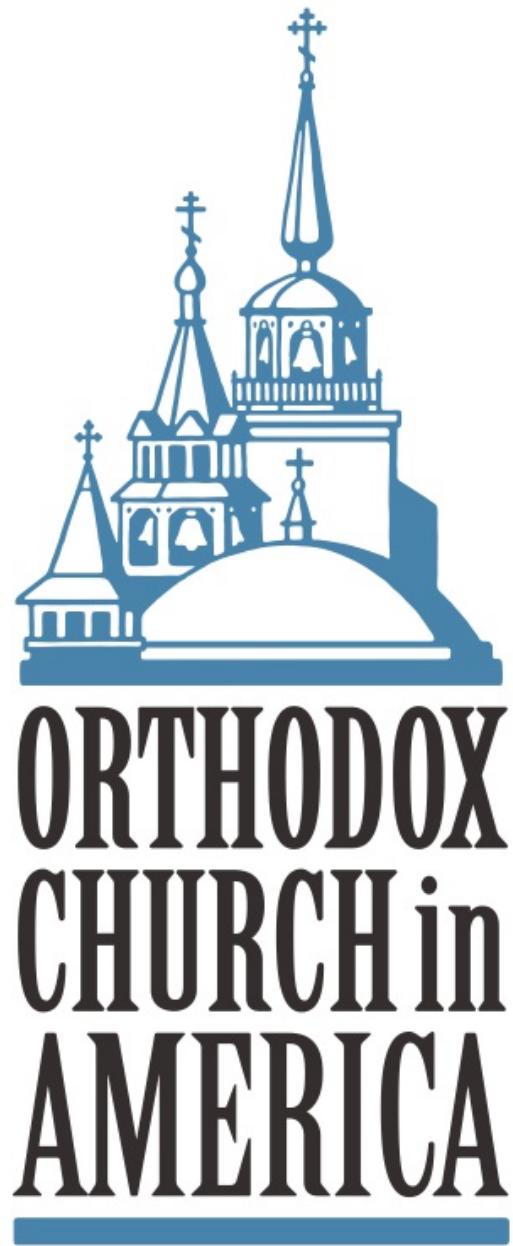


PROCEDURES FOR REPORTING SEXUAL MISCONDUCT ALLEGATIONS



OFFICE FOR REVIEW OF SEXUAL MISCONDUCT ALLEGATIONS

According to the OCA Policy, Standards, and Procedures on Sexual Misconduct (2013):

Sexual Misconduct encompasses a range of behavior used to obtain sexual gratification against another or at the expense of another or in a situation where the perpetrator is in a position of authority – physical, psychological, emotional, or spiritual – over the victim. Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening, intimidating or using the person against whom such conduct is directed.

For the specific definition and range of behaviors that define sexual misconduct, please refer to the end of this document.

1. Initiation of report

A. Layperson

If you are a **layperson** and observe or experience sexual misconduct, you must immediately report it, either verbally or in writing, to the appropriate authority:

1. Parish rector
2. If the parish rector is the subject of a complaint, the lay person should inform the Ruling Bishop as well as the Office for Review of Sexual Misconduct Allegations (see contact information below).

B. Clergy

If you are a **clergyman** and you receive a complaint from anyone that a lay worker or clergyman has committed or may have committed sexual misconduct, it is mandatory to report or forward reports of complaints directly to BOTH of the following, either verbally or in writing:

1. Ruling Bishop*
2. Office for Review of Sexual Misconduct Allegations

Reporting of a complaint is mandatory and can be made verbally or in writing. Failure to report or forward a complaint can have canonical, legal or civil consequences. No one in the Church hierarchy or administration, at any level, has the authority to impose any exceptions to this mandatory reporting requirement or to influence the reporter/report in any way.

*Should the Ruling Bishop be the subject of the complaint, the report shall be made to the Metropolitan instead of the Bishop. If the Metropolitan is the subject of the complaint, then the report shall be made to the Secretary of the Holy Synod.

2. Confirmation of receipt of report

Clergy receiving reports will confirm to the reporter in writing the fact that they have forwarded the received complaints to the appropriate Church authorities.

3. Report to law enforcement

If you, or your parish, organization, or institution, are required by law to report sexual misconduct (especially in cases involving minors) to local law enforcement, social services, or other outside agencies, then you must do so immediately prior to all other notifications.

4. Notify parents of alleged victim who is a minor

If the alleged victim is a minor, the clergyman who received the initial complaint or the Office for Review of Sexual Misconduct Allegations must immediately notify the parents or guardians of the alleged victim of the complaint, unless the parent or guardian is the subject of the complaint.

5. Retaliation

If you perceive or experience any retaliation against alleged victims or anyone who, in good faith, has made a complaint or participated in an investigation under the OCA Policy, that retaliation must be reported in the same manner as for sexual misconduct.

Note: The identity of all reporting sources is always kept confidential. This does not, however, prevent the alleged perpetrator or third parties from speculating who the reporting source is. Should others inquire about the reporting source, the OCA will neither confirm nor deny the reporter's identity.

CONTACT INFORMATION:

Office for Review of Sexual Misconduct Allegations

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