

APPENDIX

A. ADMINISTRATIVE AND FINANCIAL ACCOUNTABILITY

PREAMBLE

SDBs are called to be stewards and so they shall exercise this ministry transparently, accountably and responsibly. They share (or are given) the responsibility for the administration of property and finance whether on behalf of our Society or the local Church. However, they shall never preserve or advance the financial wellbeing of our Society or the local Church at the expense of justice. They shall exercise their ministry in the light of the Gospel, in conformity with the Church teachings and observing the rules set out in Canon Law, in our Constitutions and Regulations and in the Provincial Directory.

1. Administration and Stewardship

- 1.1. Anybody in a financial or administrative position (SDB¹s or lay people) in the Vice-Province shall approach their tasks in a professional way. They shall:
 - draw up the Annual Budget and have it approved by the House Council;
 - keep accurate records of income and expenditure;
 - retain receipts for financial gifts or benefits received;
 - prepare monthly and quarterly reports and have them approved by the House Council;
 - have independently audited all accounts each year;
 - draw up the Annual Balance and have it approved by the House Council.
- 1.2. Anybody in a financial or administrative position (SDBs or lay people) in the Vice-Province shall be sure that:
 - all employment procedures are based on equity and justice according to the guidance of the local Church in our respective countries;
 - State regulations regarding employment are preserved;
 - just rates of pay are maintained;
 - working conditions are kept;
 - training and development are offered, when feasible. They shall be based on a written obligatory contract on the part of the employee if they are sponsored even partially by the Salesians;
 - reasonable avenue to redress for grievances is provided.

¹ The initial "SDB" or "SDBs" refers to (a) Salesian(s) of Don Bosco.

2. Accountability and Transparency

Anybody in a financial or administrative position (SDBs or lay people) in the Vice-Province, shall:

- avoid soliciting gifts, rewards or benefits for themselves;
- refuse personal favours, gifts, rewards or benefits;
- surrender gift or benefits in favour of the community and/or the Vice-Province disposition;
- award gifts or benefits prudently;
- avoid borrowing or lending money from any source and for any purpose;
- avoid opening a personal bank account without the explicit consent of the superior;
- avoid using resources for a purpose different than the original;
- avoid using their position to seek or obtain any financial or any other personal advantage.

3. Appointment of Personnel

- 3.1. The House Council shall be responsible for admission or expulsion of students, the appointment of lay personnel and the establishing of salaries (not an individual confrere: Rector or Economist).
- 3.2. The Provincial shall take into consideration the history of transparency, accountability and liability to appoint a SDB to administrative and financial responsibilities.

B. PROVINCIAL REVIEW BOARD (PRB)

1. PRB – Nature and Purpose

- 1.1. The PRB is a board composed by some reputable people to help the Provincial safeguarding the environment and taking care of the people we work with, employees and SDBs in our Salesian mission. The PRB, therefore, shall not have an independent authority.
- 1.2. The PRB shall meet in person. There shall be more than one-half of the number of the PRB for a meeting to take place. The Provincial, if so wishes, shall be present in the PRB meetings.
- 1.3. The PRB shall meet twice a year (ordinary meetings) and when there is a need to deal with a concrete case (extraordinary meetings).
- 1.4. The Provincial Review Board shall:
 - Assist the Provincial to comply with all legal provisions and requirements.
 - Review the suitability and the compliance of *Safety Plans* and suggest to the Provincial the necessary modifications.
 - Review the policies and compliance of the *Code of Conduct* and suggest any suitable changes.

- Advise the Provincial to assessing the credibility of the allegations of a morally inappropriate conduct.
- Draw the *Safety Plan* for each confrere found responsible of a morally inappropriate conduct and submit it to the Provincial for his approval.
- Advise the Provincial on his pastoral response to the victim, the victim's family and/or contact person.

2. PRB – Memberships

- 2.1. The Provincial, after their consent, appoints the PRB members for a term of three years. He, if so wishes, shall reappoint them for another term.
- 2.2. The PRB members shall be Christian people of good repute, secular or religious, single or married, preferably a parent and endowed with sound morally sensitivity. They shall serve as *pro bono* volunteers.
- 2.3. The PRB shall be composed by:
 - a PRB Chairperson;
 - a religious or seminary professor;
 - a legal adviser, lawyer or canon lawyer;
 - a counsellor, psychologist or psychiatrist;
 - a youth minister, educator, social worker, or somebody in the protective services.
- 2.4. If discussing a particular case of a morally inappropriate conduct, the Provincial shall invite representatives of both parties:
 - a member of the community the accused confrere belongs to (normally the Rector); or representative of the accused employee;
 - a victims' advocate.
- 2.5. The Vice-Province shall reimburse all non-SDB PRB members for reasonable expenses incurred in attending their meetings.

3. PRB – Chairperson

- 3.1. The Provincial shall appoint the Provincial Vicar or other SDB as a Chairperson of the Provincial Review Board.
- 3.2. The PRB Chairperson shall:
 - chair the PRB ordinary meetings;
 - convoke PRB extraordinary meetings upon receiving the *Provincial Investigator's Report* form the Provincial;
 - request a member to record their deliberations, suggestions and decisions;

- appoint (a) member(s) to do some specific tasks;
- ensure their work is properly documented and stored;
- study and present the *Provincial Investigator's Reports* on cases of a morally inappropriate conduct;
- communicate the Provincial their progress, decisions and suggestions;
- hand over all the documents issued by the PRB.

4. PRB – Confidentiality and Liability

- 4.1. PRB members shall sign an agreement on confidentiality.
- 4.2. Unless required by law, the PRB members shall treat as confidential along the whole process and thereafter:
 - the PRB proceedings, deliberations and decisions, to do otherwise.
 - the cases of a morally inappropriate conduct dealt with by the PRB;
 - the identity, sexual orientation, mental health, HIV and AIDS status of the people whose cases are handled by the PRB (victims are accused people);
 - the civil or criminal history of the of the people whose cases are handled by the PRB (victims are accused people);
 - the identity of people on a *Safety Plan*;
 - the PRB recommendations to the Provincial;
 - the Provincial's responses to cases of a morally inappropriate conduct.
- 4.3. The Vice-Province shall respect any applicable civil or ecclesiastical rights and requirements of privacy and confidentiality and shall fully cooperate with the law enforcement entities.
- 4.4. The Vice-Province shall hold harmless all PRB members from any and all claims, lawsuits, damages or other actions. It shall indemnify them from any of those, including but not limited to reasonable costs of defence, which may arise from their service on the PRB. It shall not indemnify them from intentional tortuous or criminal acts.

5. PRB – Conflicts of Interest

- 5.1. If a PRB member determines that has or appears to have a conflict of interest with the work of the PRB or the Vice-Province, they shall inform the PRB Chairperson and shall resign from the PRB.
- 5.2. If a PRB member is related by professional, spiritual, family or any other kind of ties with the persons whose case is being dealt with, they shall inform the PRB Chairperson and free themselves from the case.

- 5.3. If a PRB member determines that has or appear to have a conflict of interest with regard to the victim of the case being dealt with, they shall inform the Chairperson and free themselves from handling the case.
- 5.4. If the PRB Chairperson determines that has or appear to have a conflict of interest with the victim of the case being dealt with, he shall inform the Provincial and free himself from handling the case. The Provincial will appoint another Chairperson for the PRB.
- 5.5. If a PRB member determines that has or appear to have a conflict of interest with regard to the person whose case is being dealt with, they shall inform the Chairperson and free themselves from handling the case.
- 5.6. If the PRB Chairperson determines that has or appear to have a conflict of interest with regard to person whose case is being dealt with, he shall inform the Provincial and free himself from handling the case. The Provincial will appoint another Chairperson for the PRB.

6. PRB – Vacancies and Removals

- 6.1. If a member is impeded to participate in the meetings or has enough reasons to leave the PRB, they shall present their resignation to the Provincial. The Provincial shall accept the resignation after agreeing with the interested person.
- 6.2. If a member incurs in a morally reproachable conduct, the Provincial shall remove them from the PRB.
- 6.3. If a vacancy is created, the Provincial shall promptly appoint somebody else to cover the vacancy. The term shall start from the moment of the appointment.

7. PRB – Meetings' Agenda

- 7.1. The PRB Ordinary meetings shall keep the following agenda:
 - The PRB shall review the Provincial compliance with all legal provisions and requirements.
 - The PRB shall review the suitability and the compliance of *Safety Plans* and suggest to the Provincial the necessary modifications.
 - The PRB shall review the policies and compliance of the *Code of Conduct* and suggest any suitable changes.
- 7.2. The PRB extraordinary meetings shall keep the following agenda:
 - The Chairperson shall give a summary of the case to be discussed.
 - The Chairperson shall request a member to keep the records of the meeting.
 - The Chairperson shall introduce the representatives of the parties in the case.
 - The Chairperson shall present the *Provincial Investigator's Report*.

- The PRB, if needed, shall request additional information.
 - The PRB shall study the case and give a personal opinion on the merits of it.
 - The PRB shall deliberate a joint opinion on the case.
 - The PRB shall issue a *Recommendation* to the Provincial from the joint opinion.
 - The PRB, if necessary, shall draw an ad hoc *Safety Plan* for each case.
 - The PRB, if drawn, shall approve the *Safety Plan* proposal.
- 7.3. The Chairperson shall communicate to the Provincial the suggestions of the PRB and shall hand over the documents issued and approved by the PRB to the Provincial.
- 7.4. The PRB's records, suggestions and documents shall be kept in their archives.

8. PRB – Record Keeping

- 8.1. The PRB files shall be the property of the Vice-Provance.
- 8.2. They shall be store in a secure place designated by the Provincial.
- 8.3. The Provincial and PRB members shall have access to their archives for a particular case.
- 8.4. The PRB shall create a file on each case or matter it considers.
- 8.5. A PRB file shall contain:
- the date and names of the PRB members present;
 - a report of the matter presented;
 - a report on the advice proposed;
 - a report the Provincial's response (actions taken);
 - a copy of the Safety Plan, if existing;
 - any relevant information for future consideration.

9. PRB Members – Reporting

- 9.1. If there is a substantiated case of a morally inappropriate conduct by a confrere or employee and has not been reported, the PRB Chairperson or any other PRB member shall report it to the appropriate civil authorities in the jurisdiction it occurred.

C. ADDITIONAL NORM

1. The Media

- 1.1. The Provincial shall appoint a spokesperson to share information about the way the case is handled (normally the PRB Chairperson).
- 1.2. The spokesperson, if necessary, shall share information with the media or the general public after taken legal advise on the way to do so.