

**Prepared by the North American Division  
OFFICE OF HUMAN RELATIONS  
and the North American Division  
Sexual Ethics Commission**

Issued March 31, 1999

# sexual Misconduct In Church Relationships

*INVOLVING  
DENOMINATIONAL EMPLOYEES  
AND APPROVED VOLUNTEERS*

**—MODEL PROCEDURES—**  
(Working Policy D 80)

North American Division  
of the General Conference of  
Seventh-day Adventists  
**OFFICE OF HUMAN RELATIONS**  
12501 Old Columbia Pike  
Silver Spring, Maryland 20904-6600  
Phone: (301) 680-6410  
FAX: (301) 680-6464

Sexual Misconduct in  
Church Relationships  
*Involving Denominational Employees and Volunteers*

**TO USERS OF  
THE NORTH AMERICAN DIVISION  
SEXUAL MISCONDUCT POLICY**

*Working Policy D 80*

This Policy, titled *Sexual Misconduct In Church Relationships Involving Denominational Employees and Volunteers*, is provided in booklet form for use by **Designated Officers** of the local conference, union conference, and North American Division; other church employees including educational personnel and pastors; boards; executive committees; church members; and approved volunteers. Copies of this booklet may be obtained from local and union conference secretaries and the North American Division Office of Human Relations. Implementation procedures for **Designated Officers** appear in the Appendix Section of this booklet.

# CONTENTS

<b>Introduction</b> .....	6
Appearances of Wrongdoing .....	6
Violations of Christian Principles .....	6
Improper Actions Compromise the Church and its Message .....	6
<b>Purpose</b> .....	6
Model Procedures .....	6
Implementation .....	7
Policy Limitation .....	7
<b>Definitions</b> .....	7
Accuser .....	7
Accused .....	7
Child Sexual Abuse .....	7
Church .....	7
Denominational Employee .....	8
Designated Officer .....	8
Discipline Committee .....	8
Incompetent Person .....	8
Perpetrator .....	8
Sexual Ethics Pool (SEP) .....	8
Sexual Ethics Committee (SEC) .....	8
Sexual Ethics Committee Chair .....	8
Sexual Harassment .....	8
Sexual Misconduct .....	8
Victim .....	9
Volunteer .....	9
<b>Guiding Principles and Concepts</b> .....	9
Serious Treatment of Accusations .....	9
Presumptions .....	9
Protection of All Involved .....	9
Discipline .....	9
Expenses .....	9
Unbiased Considerations .....	10
<b>Selection of Sexual Ethics Pool (SEP)</b> .....	10
The Sexual Ethics Pool .....	10
Member Qualifications .....	10
Confidentiality Agreement .....	10
<b>Preliminary Process</b> .....	10
Activate the Process .....	10
Meet With the Accuser .....	11
Meet With the Accused .....	13
Integrity of the Affected Entities .....	13
Investigative Process Omitted .....	13
<b>Investigative Process</b> .....	14
Convene Meeting of all Parties .....	14
Attendance at Meeting of SEC .....	14

Additional Meetings of SEC .....	15
Witness Invitation or Recall .....	15
Recording of SEC Meetings .....	15
Reporting of Verdict .....	15
Uncooperative Accuser .....	15
Resignation of Volunteer .....	15
<b>Decision Process</b> .....	15
SEC Actions .....	16
<b>Disciplinary Process</b> .....	16
Factors to Consider .....	16
Discipline May Include .....	17
Discipline Committee and Communication With Parties .....	17
Personnel File Record .....	17
Volunteer Perpetrators .....	17
<b>Responses</b> .....	17
Response to the Accused .....	17
Response to the Accuser(s) .....	18
Response to the Congregation, Institution, or Church-related Entity .....	18
Response In Situations Involving Minors .....	19
<b>Appeal</b> .....	19
<b>Education and Prevention</b> .....	20
<b>Supplementary Section--Implementation</b> .....	21

## A. INTRODUCTION

### 1. Appearances of Wrongdoing

**D**enominational employees and volunteers shall exemplify a Christlike life and avoid all appearances of wrongdoing. They must not engage in behavior that is harmful to themselves or others. Denominational employees and volunteers should respect every individual. To do otherwise is not consistent with the Christian life.

### 2. Violations of Christian Principles

**S**exual misconduct is a violation of Christian principles. Sexual misconduct is never condoned by the Seventh-day Adventist Church. Denominational employees and volunteers are entrusted with sacred responsibilities which include refraining from sexual misconduct. It is expected that persons functioning in these roles will not engage in such behavior.

### 3. Improper Actions Compromise the Church and Its Message

**T**he Church and its message are compromised by improper actions of denominational employees and volunteers. The Church seeks to respond to situations where the fitness of a person for service to the church is called into question due to accusations of sexual misconduct. The Church also seeks to advance the healing and integrity of all persons influenced by the ministry of the Church.

## B. PURPOSE

### 1. Model Procedures

**T**he purpose of this new policy is to provide model procedures that respond effectively to allegations of sexual misconduct against denominational employees and volunteers for use by Church entities. The North American Division strongly recommends that all local conferences, union conferences, educational and health care institutions, and all other North American Division Church-related entities and boards establish procedures to address sexual misconduct.

### 2. Implementation

**O**rganizations which adopt these procedures shall inform those responsible for implementation. These organizations shall also take reasonable steps to inform members, denominational employees, volunteers, students, and others of these procedures. All Church organizations must determine and comply with the child abuse reporting requirements of their state or province. If government agencies or authorities become involved in allegations pertaining to sexual misconduct, all individuals are reminded of their duty to cooperate.

### 3. Policy Limitation

**T**hese Model Procedures are not intended to supersede any conflicting provisions in existing personnel policies, valid contracts, or any provisions of the *Seventh-day Adventist Church Manual*. In the event of any such conflict, the organization or entity enacting procedures to address sexual misconduct should consult legal counsel to eliminate the conflict. Where a conflict exists, the provisions of the personnel policy, contract, or the *Seventh-day Adventist Church Manual* shall prevail.

## C. DEFINITIONS

1. **Accuser**--Any person, regardless of church membership, alleging sexual misconduct by a denominational employee or volunteer. An accuser may also be a minor's parent or guardian, or any other representative recognized by the Sexual Ethics Committee (SEC), or the legal representative of an incompetent adult.

2. **Accused**--A denominational employee or volunteer who is alleged to have committed sexual misconduct while in the course and scope

of his/her employment or volunteer status.

3. **Child Sexual Abuse**-- The sexual abuse or exploitation of a child by any person. (This is a generic definition. Your state may have a more detailed definition. You should request the child sexual abuse policies and procedures for your state.)

4. **Church**--For this Policy, "church" means the local conference, union conference, or the North American Division of which the employing or appointing entity or organization is a part.

5. **Denominational Employee**--Any individual who is employed by the Church.

6. **Designated Officer**--The person at the local conference, union conference, or North American Division of which the employing or appointing organization or entity is a part, who is responsible for initiating the procedures set forth in this policy.

7. **Discipline Committee**--The group responsible for the discipline of Church employees or volunteers.

8. **Incompetent Person**--A person, who because of health, age, or mental capacity, is legally unable to consent.

9. **Perpetrator**--An accused who is determined by the Sexual Ethics Committee (SEC) to have committed sexual misconduct.

10. **Sexual Ethics Pool (SEP)**--A group comprised of qualified appointees from which Sexual Ethics Committees are selected as needed. (See Selection of Sexual Ethics Pool).

11. **Sexual Ethics Committee (SEC)**--The five-member committee that is appointed from the Sexual Ethics Pool (SEP) by the **Designated Officer** to consider a complaint.

12. **Sexual Ethics Committee Chair (SEC Chair)**--A member of the Sexual Ethics Committee, appointed by the **Designated Officer** to chair the Sexual Ethics Committee as necessary.

13. **Sexual Harassment**--Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include but is not limited to sexually suggestive comments or jokes, crude language, and unwelcome physical contact, which is gender specific or of a sexual nature:

- a. Made either explicitly or implicitly a condition of employment or volunteer relationship;
- b. Used as a basis for affecting those relationships; and/or
- c. Creates an intimidating, hostile, and/or offensive environment.

14. **Sexual Misconduct**--Improper sexual behavior including any of the following:

- a. Actual or attempted sexual contact with a minor or with any person where there exists a relationship with inequality of power;
- b. Actual or attempted rape or sexual contact by force, threat, or intimidation;
- c. Criminal behavior of a sexual nature.

15. **Victim**-- An accuser becomes a victim when the accused is determined by the Sexual Ethics Committee (SEC) to have committed sexual misconduct.

16. **Volunteer**--Any individual whose labor or service is requested by and donated to the Church, and is under the Church's direction or supervision. The existence of a monetary stipend for reimbursement of expenses does not negate voluntary status.

## ***D. GUIDING PRINCIPLES AND CONCEPTS***

1. **Serious Treatment of Accusations**--All accusations of sexual misconduct shall be taken seriously and carefully investigated by the Sexual Ethics Committee (SEC). No accusation shall be dismissed without a response, and all shall be processed in a timely manner. The accused and the accuser shall be treated with respect.

2. **Presumptions**--The filing or failure to file a complaint or denial shall not be deemed to be conclusive evidence of any issue, but may be considered as part of the evidence received by the SEC.

3. **Protection of All Involved**--The confidentiality of those involved, including the accuser and the accuser's family, the accused and the accused's family, shall be respected.

4. **Discipline**--A denominational employee or volunteer who has engaged in sexual misconduct is subject to discipline as outlined in the North American Division *Working Policy, Seventh-day Adventist Church Manual*, applicable personnel policies, or employment contracts.

5. **Expenses**--The expenses incurred to implement this policy should usually be borne by the Church, or by agreement, with one of its entities or organizations. The goal of this policy is the protection of the members and the work of the Church, therefore, a primary beneficiary of these procedures is the Church and its members.

6. **Unbiased Considerations**--To protect the integrity of the proceedings outlined in this policy, the **Designated Officer** and the member of SEC shall be free of actual or apparent bias, prejudice, predisposition or conflict of interest that may be material to the issues, proceedings, or individuals involved. Any of these individuals who are or appear to be biased, prejudiced, predisposed or have a conflict of interest shall be replaced or excluded for appointment. The Discipline Committee should also be free of actual or apparent bias, prejudice predisposition or conflict of interest that may be material to the issues, proceedings or individuals involved.

## ***E. SELECTION OF SEXUAL ETHICS POOL(SEP)***

1. **The Sexual Ethics Pool (SEP)** shall be selected by the local conference, union conference, or division executive committee and to the extent practicable, reflect the diversity of the Church.

2. **Member Qualifications**—Members selected to serve on the SEP shall:

a. Be members of the church in good standing;

b. Be free of any prejudice, predisposition, bias or conflict of interest that may be material to the proceedings or issues involved; and

c. Have knowledge of the subject of sexual misconduct.

3. **Confidentiality Agreement**—Each member of the SEP shall sign a confidentiality agreement to ensure that the member understands the duty, extent, and nature of confidentiality. Confidentiality of the SEP is of utmost importance.

## ***F. PRELIMINARY PROCESS***

1. **Activate the Process**— Upon receiving a report or learning of alleged sexual misconduct by a denominational employee or volunteer, the accused's immediate supervisor or chief administrative officer of the institution or entity involved, in addition to any other duties or obligations he/she may have, shall activate the following process by immediately:

a. Notifying the **Designated Officer** of the report or knowledge; and

b. Timely reporting all allegations or knowledge of sexual misconduct to:

- 1) Local authorities as necessary to comply with applicable abuse reporting statutes; and
- 2) Adventist Risk Management Services and applicable liability insurance carriers.

2. **Meet With the Accuser**—When notified, the **Designated Officer** shall immediately convene a meeting with the accuser to:

a. Hear the allegations; and

b. Request the **accuser** to file a written complaint which shall include the name of the **accused**, details including the date(s), place(s), and nature of the offense(s), and verification by the **accuser**. The complaint shall be verified as follows:

I, \_\_\_\_\_, do verify and affirm that the within factual accusations of sexual misconduct are true and correct to the best of my knowledge.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 19 \_\_\_\_\_,

At \_\_\_\_\_

(City)  
(State or Province)

\_\_\_\_\_  
(Signature of Accuser)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

c. Request permission from the **accuser** to use the written complaint and his/her name in discussion with the **accused**.

d. Request the **accuser** to appear before the Sexual Ethics Committee; and

e. Explain to the **accuser** the process to be followed in response to the complaint and provide a copy of this Policy.

f. Report the initiation of these proceedings:

1) For an **accused** employee, to the **accused's** employing entity or organization and the local conference, union conference, or the North American Division, of which it is a part; or

2) For a volunteer, to the **accused's** appointing organization and the Church board of the congregation of which the volunteer is a \_\_\_\_\_ member.

g. Explain to the **accuser** that if the **accuser** at any time chooses not to participate, the process shall continue if there appears to be sufficient evidence to believe that an act of sexual misconduct or sexual harassment has occurred.

3. As soon as practicable, the designated officer shall convene a meeting with the **accused** to:

a. Present the **accused** with the verified written complaint.

b. Explain to the **accused** the process to be followed in response to the complaint and provide a copy of this policy; and

c. Request that the **accused** submit a verified written response to the complaint and discuss with the **Designated Officer** any additional verbal response the **accused** may wish to have considered. The written answer shall be verified as follows:

I, \_\_\_\_\_, do verify and affirm that the within factual statements and denials set forth in this answer are true and correct to the best of my knowledge.

Dated this \_\_\_\_ of \_\_\_\_\_, 19 \_\_\_\_\_,

At \_\_\_\_\_

(City)

\_\_\_\_\_  
(State or province)

\_\_\_\_\_  
(Signature of accused)

\_\_\_\_\_  
(Signature of witness)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

4. **Meet With The Accused.** After meeting with the **accused**, the **Designated Officer** shall immediately begin the process of selecting the five-member Sexual Ethics Committee.

5. **Integrity of the Affected Entities**— The **Designated Officer** shall take steps to maintain the integrity of the affected institution or entity and those involved in the dispute. This may include recommending to the disciplinary body that the accused be placed on administrative leave with pay and without prejudice, or that a volunteer be prohibited from carrying on his/her volunteer duties. Under such circumstances, the **accused** shall not engage in any church-related duties until the SEC has issued its findings. Other prudent courses of action must also be considered.

6. **Investigative Process Omitted**— Should the **Designated Officer**, in consultation with the selected SEC members and the concurrence of a majority of those members determine that the allegations of the accuser are of a nature that could be best resolved between the parties, and there is no factual dispute, then the investigative process may be omitted, provided the accuser, accused, and disciplinary body agree. The notification procedure contained in the decision process, and the disciplinary process, shall be followed as necessary. Should this process not be successful, the matter shall be referred back to the **Designated Officer**, who shall then initiate the investigative process.

## ***G. INVESTIGATIVE PROCESS***

**T**he Sexual Ethics Committee, meeting as a group only, shall fully investigate the allegations through information and documentation from the accuser, the accused, and other appropriate sources.

**T**he SEC shall meet with parties and witnesses; receive and consider written documents, photographs, and other relevant materials; consider any court or administrative proceeding including criminal convictions and pleas; and may determine at its own discretion the manner and form in which such evidence is received.

**B**ecause these proceedings are administrative in nature, the SEC shall have complete control over the hearing format including whether

cross-examination of parties will be prohibited and what evidence will be admitted.

1. **Convene Meeting of all Parties**—After reviewing the verified written complaint of the **accuser** and response of the **accused**, the SEC shall convene a meeting of the parties to gather information to determine whether the factual allegations as set forth in the verified written complaint are more likely to be true than untrue.

a. The parties may bring other persons who have knowledge of the allegations and who may provide statements under oath. The SEC shall hear and consider the allegations and receive any such additional evidence necessary to support or defeat the verified written complaint of the **accused**. Written statements provided by either party should have notarized signatures, as provided for in the written complaint and denial.

b. Members of the SEC may ask questions as necessary. The SEC may, upon a determination of good cause, prohibit cross-examination of parties or witnesses. If cross-examination is not allowed, the SEC shall accept written questions from the **accused** or **accuser**, and the SEC shall question the party(ies) or witness(es) protected from cross-examination.

2. **Attendance at Meeting of SEC**—The SEC members, the **accuser**, the **accused**, as well as the parents/guardians, or legal representatives of a minor or an incompetent adult, and with permission of the SEC, qualified therapists of the **accuser** and/or the **accused**, or legal counsel of the **accuser** or the **accused** may attend the SEC meetings.

Any other individual may attend only upon invitation of the SEC, consent of both parties, or while giving testimony or providing other evidence. The SEC may seek counsel and advice from therapists, attorneys, or any other experts to assist the SEC in its investigation of the charges or administration of the proceedings.

3. **Additional Meetings of SEC**—The SEC may convene additional meetings as may be necessary to fulfill its duties and responsibilities. Reasonable efforts will be made to provide notice to both the **accuser** and the **accused** of these meetings.

4. **Witness Invitation or Recall**—The SEC may invite or recall witnesses on its own initiative or at the request of the accuser or the accused as often as is necessary.

5. **Recording of SEC Meetings**—The SEC meetings shall not be recorded by videotaping, audio tape recording, or the preparation of a verbatim transcript by a court reporter or stenographer.

6. **Reporting of Verdict**—Upon any criminal disposition adverse to the **accused**, whether by verdict or pleas of guilty or no contest, of charges based upon sexual misconduct, the SEC shall presume the allegations involving the disposition substantiated and the **Designated Officer** shall report the finding to the disciplinary body for appropriate disciplinary action. A finding of not guilty in the criminal court will not of itself affect the process, findings, or disposition under this policy.

7. **Uncooperative Accuser**—If the **accuser** at any time chooses not to cooperate, the process shall continue if there appears to be sufficient evidence to believe that an act of sexual misconduct has occurred.

8. **Resignation of Volunteer**—If the **accused** volunteer chooses to resign his/her membership and volunteer position, the SEC shall consult with and seek the advice of an attorney regarding legal issues concerning continued disciplinary action against the volunteer.

## **H. DECISION PROCESS**

The SEC shall determine whether the charges contained in the accuser's complaint are supported by evidence showing that the charges are more likely than not to be true. Unless otherwise agreed to by the parties in writing, the SEC shall issue a finding within thirty (30) business days from the date of the final hearing.

1. **SEC Actions**—Based upon its conclusion, the SEC shall take one of the following actions:

a. If the allegations of sexual misconduct are found to be more likely untrue than true, no further investigatory action shall take place, and reasonable efforts shall be made to exonerate the **accused** and clear his/her

name, including placing the SEC's findings in the **accused's** personnel file, if applicable.

These findings may also be placed in the **accuser's** records as appropriate. The SEC and the **Designated Officer** shall communicate and explain the SEC findings with the **accuser** and the **accused** separately. All entities or organizations which were notified of the initiation of these proceedings shall also be notified of the SEC findings to the satisfaction of the SEC in consultation with the **accused**.

b. If the allegations of sexual misconduct are found to be more likely true than not, the SEC shall report its findings to the **Designated Officer**, who will then relay the findings to the appropriate disciplinary body. Upon request, the SEC shall make its members available to meet with the appropriate Discipline Committee. All entities and organizations which were notified of the initiation of these proceedings, shall also be notified of the SEC findings.

## ***I. DISCIPLINARY PROCESS***

1. ***Factors to Consider***—The Discipline Committee shall consider the following factors in determining the appropriate discipline:
  - a. Severity of the offense(s);
  - b. Frequency of the offense(s);
  - c. Severity of the injury(ies);
  - d. Number, age(s), and gender of victim(s);
  - e. Attitude of the perpetrator (is he/she contrite?);
  - f. Duration of the injury(ies); and
  - g. Nature of the relationship between the parties.
2. ***Discipline May Include***—Based upon these factors, discipline shall be imposed, and may include one or more of the following:
  - a. Educative warning;
  - b. Written reprimand;
  - c. Public censure;
  - d. Mandatory counseling;
  - e. Suspension; and/or
  - f. Termination of employment or volunteer relationships.
  - g. Require that perpetrator reimburse the expenses incurred by the parties or the SEC.
3. ***Discipline Committee to Communicate With All Parties***—The Discipline Committee will communicate with the victim(s) and the perpetrator, separately, to explain the action(s) taken. Upon the request of the Discipline Committee, the SEC and the **Designated Officer** shall be available for assistance.
4. ***Personnel File Record***—If the perpetrator is a denominational employee, the **Designated Officer** shall ensure that notifications have been placed in his/her personnel file that a complaint had been made, the findings of the SEC, and the action taken by the Discipline Committee.
5. ***Volunteer Perpetrators***—If the perpetrator is a volunteer, the findings of the SEC and any action taken by the Discipline Committee shall be reported by the **Designated Officer** to the Church entity or organization which appointed him/her as a volunteer and to the Church board and local conference in which he/she holds membership.

## ***J. RESPONSES***

Once the Discipline Committee has made its determination and decided upon the disciplinary action, the following steps shall be taken:

1. ***Response to the Accused***— The **Designated Officer** shall:

- a. Name an appropriate person as an interpreter for the **accused** early in the process who shall be available at the accused's discretion.
- b. Inform the **accused** regarding the disciplinary decision of the Discipline Committee.
- c. Implement Discipline Committee action.
- d. Remove the **accused** employee from service.
- e. Require therapeutic counseling and/or treatment to be utilized in combination with any of the responses listed above (assuming continuation of employment is possible).

A therapist who is qualified to deal with sexual misconduct and who is sensitive to issues of professional ethics should be selected by the **accused** and approved by the **Designated Officer**. Assistance shall be made available for the spouse and family where needed and approved. The therapy requirement shall be clearly communicated and monitored as appropriate over time.

f. For minor offenses where it is concluded that the **accused** is sufficiently capable of effective service again, possible reinstatement of the **accused** shall be dependent upon the recommendation(s) of the therapist, supervisor, and members of the Discipline Committee.

g. Limit the service of the **accused** during the rehabilitation process and appoint a trained supervisor to monitor his/her duties. Any such rehabilitation plan needs to be approved by a qualified therapist to protect other potential victims.

2. ***Response to the Accuser(s)*** — The **Designated Officer** shall:

- a. Name an appropriate person as an interpreter for the **accuser** early in the process. This person shall be available at the **accuser's** discretion.
- b. Provide a list of qualified therapists to the **accuser(s)** to be utilized at his/her/their choice. While this does not imply financial responsibility on the part of the organization, financial support for this purpose may be offered, without implying guilt.

3. ***Response to the Congregation, Institution, or Church-related Entity***— The **Designated Officer** shall, on behalf of the Discipline Committee:

- a. Meet with the officers of the conference, church, institution, or church-related entity to communicate the results of the hearing process. At this meeting special attention shall be given to the disciplinary action taken and its implications.
- b. Make available a trained resource person from the SEC to assist the institution or congregation in whatever ways necessary to address their concerns and to bring healing.

4. ***Response In Situations Involving Minors***— In the event that a complaint involves allegations of sexual misconduct with a minor, the person who receives the complaint is required by law to:

- a. Immediately report the suspicion of sexual abuse against a minor to the local law enforcement authority (i.e., district attorney, child protection services, etc.);
- b. Proceed with the church's investigation as outlined in this policy.

1) If charges are filed involving criminal acts against a minor and the accused is prosecuted, two members of the SEC may be assigned to monitor the trial proceedings and report regularly to the Commission.

2) If the accused is convicted in court of criminal charges against a minor, the SEC shall recommend to the Discipline Committee permanent removal from denominational employment or service.

3) If the complainant does not choose to pursue a formal written complaint with the conference, the **Designated Officer** shall continue the investigation if there appears to be sufficient evidence that sexual misconduct has occurred such as to cause concern for the well being of other minors.

## ***K. APPEAL***

**B**ecause sexual misconduct policies are developed to make the process as fair and impartial as possible, the findings of the SEC are considered final, resulting in no further recourse through appeals through the Church.

## ***L. EDUCATION AND PREVENTION***

**T**he North American Division seeks to educate employees and volunteers that sexual misconduct is disapproved by the Church and violates the law of the land. To carry out this educational goal, the North American Division publishes this policy for its office and field, institutions, boards, and church-related entities and affiliates; develops appropriate sanctions for sexual misconduct, and endeavors to inform all employees, volunteers, and members of their right to complain of sexual misconduct.

**T**he North American Division encourages the establishment of education and prevention programs in churches, schools, and other institutions. Lists containing names of employee and lay resource persons who have indicated that they can provide seminars, sermons, and educational programs may be obtained from the Sexual Ethics Commission of the North American Division.

---

---

**A P P E N D I X**  
**Implementation Procedures for**  
**Organizations Adopting This Policy**

1. **A**ppoint an individual to serve as the **Designated Officer** of the conference who is responsible for initiating the procedures set forth in the Sexual Misconduct Policy.
2. **C**ompare the conference's current sexual misconduct policies with the Division's Sexual Misconduct Policy, and process internal revisions where necessary. (Conferences desiring to use the NAD Sexual Misconduct Policy in its entirety must have it voted by their Executive Committee.)
3. **D**isseminate copies of the Policy to staff and have them sign that they have obtained a copy.
4. **D**evelop a Sexual Ethics Pool (SEP) of members in good standing who have knowledge on the subject of sexual misconduct and who reflect the diversity of the organization. (Pool can contain as many as 50 names).
5. **A**ppoint a Sexual Ethics Committee (5 members) to conduct a hearing when necessary.
6. **O**rganize a Crisis Team, develop a crisis plan, and appoint a spokesperson to communicate officially for the organization in crisis situations.
7. **M**ake it clear to the staff who the Disciplinary Committee is (usually the Executive Committee) and the difference between the Disciplinary Committee and the Sexual Ethics Committee.
8. **A**ssure staff that there will be no reprisals against persons who complain of sexual misconduct.
9. **R**eport names of individuals found to have more than likely committed a sexual offense to the North American Division according to the requirements of the Negligent Hiring Prevention Tracking System.