

**ICTKSP CODE OF CONDUCT
PROVINCIAL SUPERIOR'S ANNUAL
COMPLIANCE REVIEW**

Annually, the Institute's provincial superior should complete this annual review by **January 31**, so that the multi-faceted aspects of implementing and maintaining the Institute's Code of Conduct are routinely monitored. This report should be annually submitted to Ellen Dorn (address below), who can assist you with responding to internal and external changes that require your action.

To the extent the answer to any question requires further explanation, attach additional pages as necessary.

Completed:

Provincial Superior

Date: _____

Return to:

Ms. Ellen Eisenlohr Dorn
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ICTKSP CODE OF CONDUCT
PROVINCIAL SUPERIOR'S ANNUAL CHECKLIST

1. During the last 12 months, has there been an internal review of the Code of Conduct? Was it updated? Have the changes been thoroughly communicated throughout all Institute apostolates? Is the Code being properly followed throughout all apostolates?

2. What kind of training or discussion was offered to Institute members, staff and volunteers to enable them to properly identify warning signs of potentially abuse behavior and/or relationships?

3. Is the Audiovisual Media Policy posted on the website and other online venues?

4. Did all superiors submit a timely Annual Compliance Report? Did you review all of them in conjunction with outside counsel?

5. Describe any action taken within the last 12 months with respect to any member's use or abuse of drugs and alcohol.

6. List the instances during the last 12 months wherein you have received a report from a superior regarding a suspicion of Code violations. Describe all actions taken with respect to each report.