

**INSTITUTE OF CHRIST THE KING SOVEREIGN PRIEST
CODE OF CONDUCT REPORT FORM**

SUPERIOR'S RESPONSE AND ACTION

The Code of Conduct Report Form should be easily accessible by every Member, employee and volunteer. When anyone submits to you this report, as required by the Institute's Code of Conduct, it is your responsibility to ACT IMMEDIATELY to prevent and/or remediate any damage. Make sufficient inquiries to determine:

- Did the reporter comply with applicable state mandatory reporting laws?
- Is a minor or vulnerable adult in danger?
- Is any other person in danger of abuse?
- Is disciplinary action required?

Summarize your actions and assessment of the matter (attach more pages as necessary):

IMMEDIATELY UPON RECEIPT OF A REPORT FORM FROM A MEMBER, STAFF, OR VOLUNTEER, submit this Superior's Response and Action form and the underlying report to these THREE places:

If the conduct involves a violation of Diocesan safe environment policies: Your Diocese's Delegate for Sexual Misconduct Reporting

In all instances:

*Canon Matthew Talarico
Provincial Superior
Institute of Christ the King Sovereign Priest
6415 South Woodlawn Ave.
Chicago, IL 60637
canon.talarico@institute-christ-king.org
(773)363-7409*

In all instances:

*Ms. Ellen Eisenlohr Dorn
Law Office of Ellen Eisenlohr Dorn
12655 N. Central Expwy., Ste. 195
Dallas, TX 75243
edorn@eedlaw.com
(214) 340-6778*

Submitted:

SUPERIOR

Date: _____