

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

New Jersey law requires ALL individuals who have reasonable cause to believe that a child has been subjected to abuse or acts of abuse to IMMEDIATELY report this information, by telephone call to a Hotline, which operates 24 hours per day, 365 days per year:

1-877-NJ ABUSE (1-877-652-2873)

For information that will be solicited in the call, see <https://www.nj.gov/dcf/reporting/how>.

In addition, the Archdiocese of Newark requires Institute members, staff and volunteers to report inappropriate behaviors or policy violations that relate to interactions with minors to its Director of the Office of Child and Youth Protection, (973) 497-4254. Furthermore, pursuant to a Memorandum of Understanding between the Archdiocese of Newark and New Jersey State's County Prosecutors, Institute members, staff and volunteers are required to report immediately certain crimes to the same Archdiocesan office: sexual assault or criminal sexual contact (of a minor or an adult), and child abuse (including any act that endangers the welfare of a child).

Furthermore, the Institute's Code of Conduct requires *all* members, staff and volunteers to report *all* behaviors that raise concerns or violate its Code of Conduct (*even if* the behavior or suspected behavior does not rise to the level of "child abuse or acts of abuse" under New Jersey law). This internal report should be made to the local superior or, if the superior himself is the subject of concern, to the Institute's provincial superior in Chicago. To make this internal report, use the form on the back of this page.

TO THE EXTENT ALLOWED BY LAW, all reporting will be kept in strict confidence, so as to protect the rights of the one who reports the concern, the potential victim, and the potential accused.

For further information, contact:

Rev. Canon Adrian Sequeira
Rector
St. Anthony of Padua Oratory
West Orange, NJ
(973) 325-2233

Canon Matthew Talarico
Provincial Superior, USA
Chicago, IL
(773) 363-7409

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

This form is to be used as an internal report for incidents that are a violation, or a perceived violation, of the Institute’s Code of Conduct, including:

- Sexual Misconduct
- Respect for Personal Living Spaces
- Use of Social Media
- Photograph and Video Use
- Gifts and Loans
- Drug and Alcohol Abuse

Did you call New Jersey State Hotline and make a Report? ___ Yes ___ No.

Did you call the Office of Child and Youth Protection at the Diocese and make a Report? ___ Yes ___ No.

If “Yes,” provide a full written report of *where* the call was made and a full and complete narrative of *what* was reported. Submit this report to the local superior or, if the superior himself is the subject of concern, to the Institute’s provincial superior in Chicago.

Name: _____

Role with the Institute: _____

Name of Institute Apostolate: _____

Describe the behavior that concerns you, including the circumstances, names, date and place of alleged incident(s) (*use additional pages as necessary*):

Signed _____
Member/Staff/Volunteer

Date: _____

Signed _____
Superior

Date: _____