The National Association of Catholic Chaplains  

Ethics Commission  
Roles, Responsibilities & Criteria  

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<th>Policy Number 11-9</th>
<th>Revision Date: July 2017</th>
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**Purpose**  
To review formal complaints involving alleged violations of the NACC Code of Ethics in accordance with *NACC Standards and Procedures*.

**Major Responsibilities**

1. Receives formal complaints involving alleged violations of the NACC Code of Ethics by any member or group of members of the NACC.  
2. Reviews all grievances filed.  
3. Gathers information pertaining to grievance.  
4. Consults with NACC legal advisor on process as necessary.  
5. Renders a decision.  
6. Communicates decision in writing to respondent and complainant, and Board of Directors.  
7. Provides an annual report to the Board of Directors.  

**Membership Criteria for Ethics Commission**

- NACC Membership  
- Minimum of two years as an NACC certified chaplain or CPE supervisor  
- Or Retired-Certified with continuation of certification renewal process  
- Demonstrated knowledge and understanding on the NACC Code of Ethics.  
- Three to five years’ experience with ethics committees within places of employment or elsewhere.

**Time Commitment**

- This commission meets on an ad hoc basis to address ethics complaints as they arise. It usually convenes by conference call at least twice a year to review its responsibilities and determine how best to keep educated on the NACC Ethics Standards and any other ethics learning.