

**CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES**

Policy Name:	Legal Assistance to Personnel
Domain:	Risk Prevention and Management 6.10
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Date of Adoption:	2021, 9/2024
Dates of Revision:	
References:	Archdiocese of Indianapolis Liability Certificate

POLICY:

The Catholic Charities annually assesses insurance needs in consultation with the Archdiocesan legal counsel to ensure the agency has coverage that is commensurate with the scope and complexity of its services.

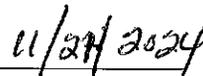
PROCEDURES:

Catholic Charities:

1. provides written notification to the Agency Council and personnel of the amount and type of insurance coverage related to the scope of their activities performed on the organization's behalf.
2. advises the Agency Council and personnel of the extent and limits of liability coverage.
3. verifies through consultation with Archdiocesan administration that the cost of legal assistance is provided for personnel against whom claims are made related to lawful, authorized actions taken within the course and scope of their duties.
4. cannot ensure assistance to personnel who commit unlawful acts or acts that are not conducted during, or in furtherance of, their employment. In addition, CC and the Archdiocese cannot provide legal assistance to personnel if the organization's legal counsel determines that doing so would constitute a conflict of interest.



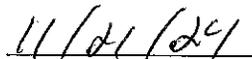
David J. Bethuram
Executive Director



Date



Agency Council President



Date