



Archdiocese of Agaña

CHANCERY OFFICE

196 Cuesta San Ramon, Ste. B • Hagåtña, Guam 96910 • Tel:(671)472-6116 • Fax:(671)477-3519

Protocol No. 2017-036

MEMORANDUM

Date: March 7, 2017
To: Chancery Staff (Exempt & Non-Exempt Employee)
From: Fr. Jeff San Nicolas, Delegate General of the Coadjutor Archbishop
Subject: **Various Updated Employee Policies**

Dear Chancery Employees:

As discussed on February 28, 2017 staff meeting, please find on the enclosed various polices:

1. Conflict of Interest and Private Inurement Policy
2. Whistleblower Policy
3. Anti-Fraud Policy
4. Code of Conduct Policy

I asked that you please read and review the policies and bring your comments and questions to our next staff meeting on March 21, 2017, Tuesday. Please note that these policies are mirrored on diocesan best practices following the USCCB. They will be incorporated into our employee handbook. Each employee will be required to sign the polices which will be retained in individual employee files.

Thank you for your cooperation.