

July 22, 2009

Dear Independent Contractor,

The Roman Catholic Diocese of Dallas values the relationship we have established with your organization. The purpose of this letter is to make you aware of some additional requirements we will be asking of your organization going forward.

As Christian adults, we have a moral responsibility and are entrusted by God with the spiritual, emotional and physical well being of minors and vulnerable adults as they participate in activities within or sponsored by our Diocese. It is our commitment to provide an environment which is safe and nurturing. In accordance with our commitment to provide a safe and nurturing environment for all children and vulnerable adults, we have recently reviewed our current policies and procedures with respect to independent contractors and non-parish based organizations.

After an extensive review of our current policies and procedures regarding independent contractors working in our schools and parishes, we will be placing some additional requirements in all contracts going forward. In order to bring all contractors that we have relationships with up to date in a timely manner, we will request that a new contract or amended contract be executed no later than September 1, 2009. Some of these additional requirements are as follows:

1. In order to maintain a safe environment for children and vulnerable adults, we are now requiring all independent contractors to have their own formal written safe environment program that meets the diocese minimum standards regarding background checks and safe environment training. Each employee of your company who works with or around children or vulnerable adults must comply with diocesan minimum standards including training and background checks. **It is not the responsibility of the parish or school to conduct background screenings or training for your company. Your company must perform its own background checks and conduct training for all of your employees working in the Parish or School.** The official representative of the company must complete the enclosed 2009 Safe Environment Program Verification Form. Also enclosed is the 2009 Safe Environment Program Verification Form for Individuals. Please make as many copies as you need. You will also need to provide a listing of cleared / trained employees to the parish / school. Anytime you add a new employee you will need to update this listing. Background checks and training must be completed prior to assigning an employee to work in the parish or school.
2. Each independent contractor must carry general liability insurance limits of at least \$1,000,000 per occurrence and name the "Roman Catholic Diocese of Dallas" and the parish / school as "additional insured". You will also be required to carry workers compensation insurance for all employees. You will also be required to carry automobile liability insurance if your operations involve any vehicles. A certificate of insurance should be forwarded to the school / parish for recordkeeping and maintained annually.
3. Each independent contractor that is subject to the criteria in #1 above must participate in our regular internal diocesan audit process for Safe Environment in order to ensure compliance with these standards.
4. Your company will still be subject to background screening performed by the school and/or parish in addition to the above requirements.

We hope that this will be a smooth transition to these new requirements. Should you have any questions or concerns, please contact your Parish or School Business Manager.