



Safeguarding Policy

Effective Date: 01/10/2021

Responsibility: Head of Protection and Safeguarding

Review Period: 1 year

Last Reviewed on 30/4/2024 by the Head of Protection and Safeguarding.

Relates to: Board, Executive staff, senior staff, staff, volunteers, interns, partners, suppliers

All beneficiaries, communities & adults- and staff have the right to feel safe with Irida.

Safeguarding is everyone's responsibility; we are committed to creating and sustaining a culture of vigilance among our staff to recognise, respond, record, and report safeguarding concerns and provide a proportionate response.

Purpose

The safeguarding policy sets out Irida's approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all areas of Irida's work. The guidance below sets out what employees should do if they learn or observe that a beneficiary is being harmed or is at risk of harm.

Other disclosures may also be made, such as regarding history of abuse, involving perpetrators who may still pose a risk. This policy outlines the procedure to follow if you have a safeguarding concern and how decisions are made.

Safeguarding is everyone's responsibility. Irida is committed to creating and sustain a culture of vigilance among its staff to recognize, respond, record, and report safeguarding concerns and provide a proportionate response.

Additionally, all staff members of Irida have the right to feel safe in the space. Therefore, the safeguarding policy assures also the safety of its employees, within the workplace.

This includes harm arising from:

- The conduct of staff or personnel associated with Irida Women's Center, either towards women of the center or other staff members.
- The design and implementation of Irida Women's Centre's initiatives, projects & programming.

This policy has been drawn up based on legislation, policy, and guidance that seeks to protect adults at risk, children, and employees in Greece. Furthermore, Irida Women's Center has considered best international practices in the field that allow for local contextualization.



What Is Safeguarding and What Does It Mean for Irida Women's Center?

Safeguarding can be explained as “the range of measures in place to protect people in a charity or those it comes into contact with, from abuse and maltreatment of any kind.”¹

In the NGO sector in general, we understand it to mean taking all reasonable steps to prevent harm to protect people, especially vulnerable adults, and children, from harm and to respond appropriately when harm does occur.

A person's conduct endangers a vulnerable adult if it:

- harms a vulnerable adult.
- causes a vulnerable adult to be harmed.
- puts a vulnerable adult at risk of harm.
- attempts to harm a vulnerable adult.
- incites another person to harm a vulnerable adult.

Any psychological abuse that is racist, sexist, or linked to a person's sexuality, disability, religion, ethnic origin, gender, culture, or age, is discriminatory.

In the context of Irida Women's Center, our focus must be on protection and prevention from harm, exploitation, abuse, and discrimination:

- No harm/exploitation/abuse to vulnerable communities.
- No harm/exploitation/abuse to children.
- No harm to Irida Women's Centre's staff and personnel.
- Protection from sexual exploitation and any form of abuse & violence.

These four policies give us further guidance on how to ensure Irida Women's Center is safe for adults at risk, children, and staff. The current document provides measures to protect against a variety of risks common to the sector and matters of law.

Scope of Application

The safeguarding policy applies equally and with no exceptions to:

- The board of trustees.
- All staff are contracted by Irida Women's Center.
- All personnel associated with Irida Women's Center, including but not limited to i.e., external trainers, consultants; volunteers; contractors; and visitors including but not limited to donors, journalists, staff relatives, and researchers.
- Beneficiaries and community members.

¹ BWB & Bond: 'Safeguarding a summary for Trustees':
<https://www.bwbllp.com/file/safeguarding-for-trustees-pdf>.



Review & Approval

This policy will be reviewed, approved, and endorsed by the Irida Women's Centre's Head of Protection annually, or when there are changes in applicable legislation and/or regulatory guidance. This document will also be reviewed by the Irida Women's Center executive management team after any safeguarding incident is reported and/or investigated.

Policy Statement

Irida Women's Center believes that everyone we encounter, regardless of age, gender identity, disability, sexual orientation, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. Irida Women's Center will not tolerate abuse, mistreatment, and exploitation by staff or associated personnel.

Irida Women's Center commits to addressing safeguarding throughout its work, through the three pillars of:

1. *Prevention*
2. *Reporting*
3. *Response*

Responsibilities for effective Prevention & Report

Irida Women's Center will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Ensure all staff and associated personnel are familiar with the identifying process.
- Ensure all beneficiaries and community members are familiar with, and fully comprehend the main points of the policy.
- Implement its initiatives, projects, and programming in a way that protects people from any risk of harm that may arise.
- Implement appropriate safeguarding procedures when recruiting, managing, and deploying staff and associated personnel.
- Ensure staff receive orientation on safeguarding at a level commensurate with their role in the organization.
- Ensure anonymity when a community member, staff or associated personnel reports a safeguarding incident/concern.
- Appoint one or more Designated Person(s) to ensure that safeguarding is given a high priority within Irida Women's Center.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff Responsibilities

Safeguarding Adults

Irida Women's Centre's staff and associated personnel **must not**:

- Sexually abuse or exploit adults at risk.



- Subject a vulnerable adult to physical, emotional, or psychological abuse or mistreatment.
- Engage beneficiaries in any commercially exploitative activities.
- Exchange of favors for aid.
- Exchange money, employment, goods, or services for sex or sexual favors. This includes but is not limited to, using the services of sex workers, demanding sexual activity in exchange for assistance/service that is due to beneficiaries, and demanding sexual activity in exchange for employment or administrative service.
- Sexual relationships between humanitarian workers and beneficiaries are prohibited due to unequal dynamics of power. Also, they may be considered exploitative.
- Implement programming or activities that can harm the beneficiaries.
- Publicize/publish private information, visual or audio material of the beneficiaries without their permission or signing in advance the media release form. Signing the media release form is not binding. Beneficiaries can recall their decision at any time. Private information, and visual or audio material must be used only for professional purposes.

Irida Women's Center staff and associated personnel **must**:

- Create and maintain an environment of safety, trust, and equality.
- Ensure that beneficiaries and community members are familiar with, and fully comprehend the main points of the policy by offering debriefing sessions for most of the beneficiaries and specialized training for the focal points of the community.
- Store with safety and confidentiality beneficiaries' personal information for as far as they are active members of the Irida community. Staff and associated personnel can use the information accordingly and only for professional purposes after the beneficiary signs the consent form. In case the beneficiary leaves the country or remains inactive for more than six months, their personal information is automatically deleted from our database.
- Follow the identifying process, paying attention to potential signs that could be indicators of a protection incident.
- Be proactive in implementing the safeguarding policy.
- Report any protection concern or incident

Staff and associated partners must report concerns or indications to the Head of Protection & Safeguarding (incidents between staff & beneficiary or staff & staff) formally, by filling the incident report (appendices 2-3). If the concerns or incidents involve the Head of Protection & Safeguarding, they must be reported to the CEO of Irida. All staff and associated partners have access to it regardless of their positions. The process happens with discretion and confidentiality.



Safeguarding Children

Irida Women's Center staff and associated personnel **must not**:

- Engage in sexual activity with anyone under the age of 18 (Mistaken belief in the age of a child is no defense).
- Sexually abuse or exploit children.
- Subject a child to physical, emotional, or psychological abuse or mistreatment.
- Engage in any commercially exploitative activities with children including child labour or trafficking.
- Publicize/publish private information, visual or audio material of the children without the children's permission, or legal guardian's written consent (signing the Media Release form on behalf of the child). Signing the media release form is not binding. Beneficiaries can recall their decision at any time. Private information, and visual or audio material must be used only for professional purposes.

Irida Women's Center staff and associated personnel **must**:

- Create and maintain an environment of safety, trust, and equality.
- Follow the identifying process, paying attention to potential signs that could be indicators of an incident.
- Be proactive in implementing the safeguarding policy.
- Report any protection concern or incident.

Staff and associated partners must report concerns or indications to the Head of Protection & Safeguarding (incidents between incidents between staff & beneficiary or staff & staff) formally, by filling the incident report (appendices 2-3). If the concerns or incidents involve the Head of Protection & Safeguarding, they must be reported to the CEO of Irida. All staff and associated partners have access to it regardless of their positions. The process happens with discretion and confidentiality.

Beneficiaries and Community Members' responsibilities:

- Beneficiaries and Community Members should report concerns or suspicions to the community's focal points or directly to the Head of Protection & Safeguarding. If the concerns or incidents involve the Head of Protection & Safeguarding, they must be reported to the CEO of Irida.
- The community's focal points must report concerns or suspicions to the Head of Protection & Safeguarding directly and with discretion. If the concerns or incidents involve the Head of Protection & Safeguarding, they must be reported to the CEO of Irida.

We will follow up on safeguarding reports and concerns according to policy and procedure. If necessary, we will undertake any legal and statutory obligations. With discretion and confidentiality, the Designated Person will follow up on the incident report, checking the validity of the information they received via the identifying process.



Irida Women's Center will apply appropriate disciplinary measures to staff, associated personnel, or beneficiary found in breach of policy.

It is Irida Women's Centre's policy to report all crimes to the relevant law enforcement authorities unless doing so may pose a risk to the survivor involved in the case.

Within its means, Irida Women's Center will offer support to survivors of harm caused by staff, associated personnel, or a beneficiary. This could include changes to the current policies and regulations, readjustment of the programming or activity, consultation with a qualified counselor/medical assessment, or assistance for protection. Decisions regarding support will be led by the survivor.

Confidentiality

Confidentiality must be maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared on a need-to-know basis only and will be always kept secure.

Gender-Based Violence Policy

Purpose

Irida's approach to GBV prevention applies to all areas of Irida's work. The guide below states what employees should do if they observe or get the information that a woman is being harmed or is at risk of harm. Other disclosures may also be made, such as historic abuse, involving perpetrators who may still pose a risk. This policy outlines the procedure to follow if you have a concern and how decisions are made.

This includes but is not limited to harm arising from:

- The conduct of staff, volunteers, or personnel associated with Irida Women's Center.
- The design and implementation of Irida Women's Center's initiatives, projects & Programming.

This policy has been drawn up based on legislation, policy, and guidance that seeks to protect women in Greece. Furthermore, Irida Women's Center has considered the best international practices in the field that allow for local contextualization.

What is GBV, and what does it mean for Irida Women's Center?

Gender-based violence is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (i.e. gender) differences between males and females. It includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private.



There are 4 types of GBV: GBV can be physical, emotional, sexual, or economical. All types of GBV have long-term and serious consequences, but different responses might be needed for different types of violence.

There are 4 types of consequences of GBV: GBV has emotional, health/physical and social consequences. In responding to a disclosure, we need to ensure we are not creating further harm by exposing the survivor to retribution by the perpetrator or his family, stigma or further violence from the community or the survivor's family, or by further victimizing or blaming the survivor for the violence.

All women have equal rights to safety, protection, well-being, and equal participation in Irida's programs, projects, and activities. Every report of concern about a woman's safety, protection, or maltreatment will be taken seriously and examined thoroughly. A series of appropriate steps will be followed to protect the woman and action will be taken against the alleged perpetrator. This may include referrals to law enforcement and GBV agencies. In the case of allegations against Irida's employees, volunteers, or related personnel, Irida preserves the right to suspend and terminate any engagement or partnership with the alleged perpetrator.

GBV policy is the duty that Irida undertakes to guarantee that its staff members, volunteers, related personnel, and operations:

- Do not further harm to any woman
- Do not expose any woman to the risk of any form of abuse, exploitation, and victimization
- Act upon any concern regarding a woman's safety and well-being in an appropriate manner

The GBV Policy is principally addressed to all Irida's employees, volunteers, and related personnel equally and with no exceptions to:

- The board of trustees
- All staff are contracted by Irida Women's Center.
- All personnel associated with Irida Women's Center, including but not limited to i.e., external trainers, consultants; volunteers; contractors; and visitors including but not limited to donors, journalists, staff relatives, and researchers.

Irida's Approach to Preventing GBV

Irida Women's Center is dedicated to preventing GBV by the below-mentioned means and tools:

- GBV is a human rights violation, primarily affecting women and girls. It can also affect men and boys, and people with diverse sexual orientations and gender identities (SOGI) and backgrounds. It cannot be condoned or justified by cultural norms.
- Everyone directly or indirectly engaged with GBV survivors must ensure a survivor-centered approach and the following guiding principles



- **Respect** by treating survivors with dignity, ensuring their meaningful participation, and respecting their decisions
 - **Confidentiality** by respecting survivors' right to privacy and ensuring that the information about them should only be shared with their informed consent and in line with data protection principles
 - **Safety** of the survivor being of primary concern at all times
 - **Non-discrimination** by treating everyone based on their needs alone
-
- A 'Do No Harm' approach 'involves taking all measures necessary to avoid exposing people to further harm because of our actions.
 - The best interests of the child are the primary consideration in all decisions affecting girls and boys who are survivors and those at-risk of GBV or affected by GBV.
 - Information is critical to empowerment and informed decision-making, and survivors must receive the information they need to fully exercise their rights.
 - Irida recognizes the importance of partnerships with local civil society and community groups, refugee and women's groups as well as local and national women-led and women-focused organizations.

Irida's Core Actions to address GBV

1. Awareness

Ensuring that every employee, volunteer, and related personnel engaged or connected with Irida Women's Center is fully aware of the high standards of behavior and conduct expected of them aiming to protect vulnerable women from any form of abuse, harm, exploitation, and maltreatment.

2. Prevention

Prevention refers to actions that prevent GBV from occurring by addressing its root causes, namely gender inequality, systemic discrimination and unequal power relations between women and men, as well as people with diverse SOGI. Irida's programming must address the root causes of GBV to effectively change behavior and social norms, including through long term approaches, and will require programming that empowers women and girls. All GBV prevention programming must be accountable to women and girls and should only be initiated once essential services are in place to respond to incidents.

3. Risk Mitigation



Risk mitigation refers to a process and specific interventions in all phases of humanitarian programming. It includes actions that are taken in each humanitarian sector and area of work to reduce risks and exposure to GBV and improve safety as part of an agency-wide mainstreaming approach. Irida Women's Center must anticipate and identify GBV risks and take prompt action to mitigate them, including through intervention/advocacy with national authorities and service providers. In order to reduce GBV risks, Irida Women's Center will integrate risk mitigation interventions into all planning documents, work plans and strategies.

4. Reporting

Reporting refers to the process of ensuring that all employees, volunteers, and related personnel under the Irida Women's Center are clear on what steps to take when concerns and suspicions arise regarding alleged incidents of GBV. Employees, volunteers, and related personnel must report concerns or indications to the Head of Protection. The process happens with discretion and confidentiality. In case the concerns or the incident reports regards the Head of Protection, employees, volunteers, and related personnel must report them to the CEO.

5. Response

Response refers to immediate interventions that address survivors' physical safety, health concerns, psychosocial needs, and access to justice, in line with the survivor-centered approach. The provision of multi-sectoral services and assistance to all survivors of GBV contributes to ensuring people's safety, improving physical, mental, sexual and reproductive health, and facilitating access to justice. All survivors of GBV have the right to immediate life-saving protection and GBV services.

6. Case Management

GBV case management services require specialized intervention from a range of service providers to meet a survivor's immediate needs and support long-term recovery. To ensure that all survivors have safe and meaningful access to adequate, timely and quality specialized GBV services, that meet their specific needs and support long-term recovery and reintegration, Irida Women's Center will ensure that quality case management and referral pathways are in place. The minimum services must include health, mental health and psychosocial support, safety and security, justice, education, and livelihoods. All services and assistance are provided based on the survivor's choice and in line with GBV Guiding Principles, including the survivor-centered approach. For child survivors this should be guided by the best interests of the child. Women and girls must be consulted on the design and delivery of services and assistance to ensure that they can fully and safely benefit from these and other interventions. Irida Women's Center must be familiar with the range of quality multi-sectoral services available and engage regularly with national systems and partners to ensure a coordinated process of referral, service delivery and follow-up is in place.



Safeguarding and GBV in Recruitment

Irida Women's Center is fully committed to a safe recruitment selection and vetting of potential new staff, trustees, and volunteers.

Irida has adopted the following safe recruitment practices:

- Those responsible for recruitment and selection are properly oriented on Irida Women's Center's Safeguarding Policy, Protection from Sexual Exploitation and Abuse Policy, and Child Safeguarding policy and procedures.
- All vacancy announcements will affirm Irida Women's Center's commitment to our Code of Conduct, Safeguarding Policy, Protection from Sexual Exploitation and Abuse Policy, and Child Safeguarding policy and procedures.
- Applicant screening will pay particular attention to gaps in employment history or frequent changes of employer and address.
- All essential qualifications and relevant professional accreditations and memberships should be verified to the satisfaction of the relevant recruitment manager.
- The successful candidate will be required to provide proof of identity (passport, ID card) in addition to a recent background check and references from previous employers.
- All new hires receive comprehensive orientation in the safeguarding policy and procedures and associated documents.
- All new hires are required to sign and abide by the Code of Conduct as a condition of employment.

PSEA Policy

1. Scope of the PSEA (Protection from Sexual Exploitation & Abuse) Policy

Humanitarian aid workers are expected to always uphold the highest standards of personal and professional conduct to protect vulnerable adults at risk who are beneficiaries of humanitarian aid. Sexual Exploitation & Abuse (SEA) by humanitarian aid workers is directly against the principles and ethical values upon which humanitarian action is based and represents a failure of protection on the part of the aid community. SEA inflicts harm on those whom the humanitarian aid community must protect and jeopardizes the credibility of all assistance agencies.

All Irida employees, volunteers, and related personnel are required to behave irreproachable with the project beneficiaries and the community members.

Irida Women's Center has a zero-tolerance culture against any form of abuse, exploitation, or harm carried out toward community members and vulnerable adults at risk. The purpose of



this policy is to ensure that procedures are set to prevent and protect the communities and vulnerable adults at risk that Irida works with from sexual abuse, exploitation or victimization, and other harmful, inappropriate behaviours carried out by any Irida staff member, volunteer, or related personnel.

Every aspect of Irida's work must be carried out aiming to secure the rights and dignity of community members and vulnerable adults at risk. Irida Women's Center commits to working with the community members and vulnerable adults at risk to ensure that they are safe from any harm, able to claim their rights, and become agents of change.

The PSEA policy is principally addressed to all Irida's employees, volunteers, and related personnel included in the following categories:

- The Board of Trustees.
- All staff members who are contracted by Irida Women's Center.
- All personnel associated with Irida Women's Center, including but not limited to i.e., external trainers, consultants; volunteers; contractors; visitors; donors, journalists, staff relatives, and researchers.
- Beneficiaries and community members

2. Policy Statement

Sexual Exploitation and Abuse consist of a violation of Irida's Code of Conduct and Safeguarding Policy. Irida Women's Center does not tolerate.

- any form of sexual exploitation and abuse,
- any form of sexual and non-sexual abuse of power

perpetrated by Irida's staff members, volunteers, or related personnel against any individual regardless of age, gender, sexuality, disability, religion, or ethnic origin.

Irida Women's Center has undertaken all the necessary processes to prevent any sexual exploitation and abuse incidents by Irida's employees, volunteers, or related personnel and protect community members and vulnerable adults at risk from any form of sexual abuse, exploitation, or victimization. Irida Women's Center takes any complaint or concern about sexual exploitation and abuse and commits to initiating a rigorous investigation procedure of complaints that will indicate a possible violation of that policy, Safeguarding Policy, and Code of Conduct.

Core Principles of the PSEA Policy

1. Sexual exploitation and abuse by Irida's employees, volunteers, and related personnel are acts of gross misconduct and, therefore, set the grounds for disciplinary actions and termination of employment contracts within the applicable and current regulations.
2. Any form of sexual activity with children (individuals under the age of 18) is strictly prohibited. Mistaken perception regarding the age of a child will not be considered as a defence and in no circumstance will be accepted as a justification. Irida's Children Safeguarding Policy further sets the principles and the operation procedures and guidelines for guaranteeing children safeguarding in all domains within Irida's activities is understood.



3. Any form of sexual activity or involvement between Irida's employees, volunteers, or related personnel and members of the community is strictly prohibited considering they are based on inherently unequal dynamics of power. Such activities and further involvement jeopardise the credibility and the integrity of Irida's work - and the humanitarian aid work in general.
4. Exchange of money, employment, goods, or services for sex, sexual favours, and other forms of humiliating, degrading, or exploitative behaviour is prohibited. This encompasses the exchange of assistance that is due to beneficiaries and community members.
5. Any time Irida's employees, volunteers, or related personnel have concerns or suspicions regarding any form of sexual exploitation and abuse by a fellow worker, whether the person works for Irida Women's Center or another organization, partner, supplier, donor, or another related stakeholder, they have the obligation to report such concerns through the means and tools available within the Organization. The Designated Person must be informed of all concerns and suspicions, including rumours in good faith arising about sexual exploitation and abuse.
6. Every Irida employee, volunteer, or related partner -regardless of level in hierarchy within the organisation - must cultivate and maintain an environment of trust and mutual respect that prevents any form of sexual exploitation and abuse and promotes the proper implementation of that policy, Safeguarding Policy and Code of Conduct.
7. When appropriate, Irida Women's Center ensures to report information obtained for criminal prosecution and legal action to the competent authority in alliance with the provisions of the applicable law.

4. Commitments

Irida Women's Center is dedicated to fulfilling the core principles through the implementation of the following commitments:

- To prevent, mitigate, and tackle the risk of any form of sexual exploitation and abuse by the organization's employees, volunteers, and related personnel:
- The Senior Management Team has the duty to ensure a robust recruitment screening process for all the personnel, particularly for any individual who will have any direct or indirect contact with the community members and vulnerable adults at risk.
- A Code of Conduct that establishes, at a minimum, the obligation of all the employees, volunteers, and related personnel not to exploit, abuse, or otherwise discriminate against people is in place and duly known to the intended recipients.
- The Safeguarding Policy of Irida Women's Center is published on the site and is distributed and duly binding to everyone who collaborates in any way with Irida. The Safeguarding Policy contains the declaration of values and principles, the set of rights, duties, and responsibilities that it holds with whoever collaborates with Irida or benefits from its projects and programs.
- Irida Women's centre is responsible to gain the support of community members to help prevent and to respond to any forms of sexual exploitation and abuse. The community members who are beneficiaries of Irida Women's Center shall be involved in developing and approving the handling mechanism, ensuring that the structure is culturally and gender sensitive.
- A handling mechanism for reporting any form of sexual exploitation or abuse is in place and accessible. The handling mechanism is not a separate, parallel system to



other complaints and feedback structures in each area, but rather links to and builds on existing structures to create one system for handling feedback and complaints.

- Irida's employees, volunteers, and related personnel are completely bound by the Core Principles contained in this Policy, and the related principles included in the Code of Conduct and Safeguarding Policy.

To identify and act upon potential or actual sexual exploitation and abuse by staff members, volunteers, or related personnel in a timely and systematic manner, Irida Women's Center:

- ensures to set protocols to process complaints of sexual exploitation and abuse promptly, including the immediate suspension of the alleged perpetrator from all activities with a direct impact on beneficiaries and communities until the investigation has ended.
- sets protocols to properly inform the appropriate authority which is responsible for conducting investigations for sexual exploitation and abuse allegations in respect of national legislation.
- ensures that beneficiaries and members of the community know to whom they should report and what sort of assistance they can expect to receive. All potential and actual survivors of SEA must be fully informed about how the complaint mechanism works, including the entire reporting process.
- Undertakes appropriate disciplinary actions including immediate termination of employment and referral for criminal prosecution and legal action, where appropriate, against the person who committed sexual exploitation and abuse, following the national law reporting and responding system.
- Ensures the protection of the victim, the complainant, and the whistle-blower of SEA after having verified and confirmed the reported facts either by internal investigation or by external investigation. Ensures that all the third parties, including partners, suppliers, and donors, are committed to respecting the principles included in the PSEA Policy, in addition to those explained in the Code of Conduct and Safeguarding Policy.
- The acceptance of the PSEA Policy by the signature of a declaration form is a condition for undertaking any relation with Irida for Partners, in case of missing its Protection to Sexual Exploitation and Abuse Policy, that policy must be incorporated into the MoU and accepted by the Partner.

Disclosure Reporting Form

Irida Women's Centre will treat all disclosures in a confidential and sensitive manner. The process has been designed to protect the identity of disclosing employees to the extent possible when communicating a concern.



| |
|---|
| |
| REPORTER'S CONTACT INFORMATION* |
| FULL NAME E-MAIL ADDRESS CONTACT NUMBER JOB POSITION |
| |
| SUSPECT'S INFORMATION |
| FULL NAME E-MAIL ADDRESS CONTACT NUMBER JOB POSITION |
| |
| WITNESSES' INFORMATION (if any) |
| FULL NAME E-MAIL ADDRESS CONTACT NUMBER JOB POSITION |

Please fill out the form below in as much detail as possible.

| |
|--|
| |
| 1. Please provide details about the suspected wrongdoing. (attach separate paper if needed). |
| |
| |
| |
| |
| |



| |
|--|
| 2. Please provide the names of all the persons involved with the situation, including any other persons aware of the suspected wrongdoing. |
| |
| |
| |
| |
| |
| |
| |
| |
| 3. Please describe all risks and impacts that result from the suspected wrongdoing. Include sufficient information that an independent person would need to understand the concern or suspected wrongdoing and enable further investigation. |
| |
| |
| |
| 4. Please provide, in as much detail as possible, the relevant dates and time periods related to the suspected wrongdoing identified. |
| |
| |
| |
| |
| 5. Has the wrongdoing been brought forward to any other authority (Supervisor, Manager, etc)? If so, what was the result? |
| |
| |
| |
| |
| |



6. Please provide any further information that you believe is relevant to the situation.

Agreement

I agree to abide by the rules and regulations outlined above. I understand the discipline policy and all other Irida policies. I agree that failure to comply with these rules and regulations will result in my dismissal.

Read and agreed by:

Employee: _____

Signature: _____

Supervisor: _____

Signature: _____

Date: _____

Please send the completed form to christina@iridacenter.org
