**Internal and External Reporting and Communication
on Alleged Misconduct by ICVA Secretariat staff and ICVA Secretariat associates[[1]](#footnote-1)**

**REPORTING FORM**

Please complete this form to report any suspicion or knowledge of breach to this Code. Staff members and others submitting such reports in good faith have the right to be protected against retaliation.

Any complaint against ICVA Staff & Associates is addressed in full confidentiality to ICVA Chief Operating Officer, Susan Wilding (susan.wilding@icvanetwork.org). Exceptionally, when concerns exist on how the allegations would be managed, the Complaint should be addressed to the ICVA Board HR focal point, Reiseal NI Cheilleachair (reiseal.nicheilleachair@concern.net).

*The complainant has the right to remain anonymous. However, remaining anonymous or refusing to give names of people who can corroborate their story may make it difficult to actually do anything.*

*Information about you (the complainant or reporter) – OPTIONAL BUT RECOMMENDED*
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information about the person(s) committing the alleged misconduct
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state the alleged misconduct and provide a detailed description, including where and when it occurred.

Provide the names of any witnesses and their contact information

Please state if you have taken any other action regarding the alleged misconduct

Please attach any documents that have information supporting the alleged misconduct

In signing (RECOMMENDED but OPTIONAL), I acknowledge that the information I have provided is accurate to the best of my knowledge. \*

Name (RECOMMENDED but OPTIONAL)

Date and Location

1. Misconduct by ICVA secretariat staff (“ICVA Staff”) ICVA interns, contractors or other parties (“ICVA Associates”), who, under an ICVA mandate undertake field trips to locations, where they come in contact with persons of concern to ICVA member and partner organisations (“persons of concern”) or otherwise assist ICVA in organising events and conferences at national, regional and international level. [↑](#footnote-ref-1)