INTERNAL PROCEDURE

Protocol against sexual harassment and harassment based on sex, sexual orientation, and gender identity & expression



······ PHASE 1: COMMUNICATE & ADVICE

Affected Person

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COMMUNICATE A COMPLAINT

- Written means: equality@ibei.org
- Oral means: Equality Officer or General Manager

Witnesses

ADVICE AND SUPPORT

- · Interview to the submitter
- · Technical report submitted to the Director

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PHASE 2: INTERNAL REPORTING & INVESTIGATION

3

NO EVIDENCE

Closure of the file

EVIDENCE

Initiate the investigation:

- Interview to the person(s) involved in the complaint
- Update the technical report

EVIDENCE

Convene a Comission of Inquiry:

- Interview and investigate
- · Final Report

NO EVIDENCE

Closure of the file

4

PHASE 3: RESOLUTION

5

NO EVIDENCE Archived

EVIDENCE

- A. Disciplinary proceedings and corrective measures
- B. Appropiate alternative non-disciplinary measures



<u>Protocol for the prevention, identification & resolution</u> of these situations

40 working days