

## **International Movement ATD Fourth World Reporting Guidelines**

### **1- Purpose of the Reporting Guidelines**

This document outlines reporting guidelines to follow when a violation of the ATD Fourth World Code of Conduct and Ethics occurs. These guidelines apply to everyone involved in ATD activities, such “stakeholders” include, but are not limited to, Volunteer Corps members, supporters, activists, employees, members of the Board of Directors, and anyone participating in ATD Fourth World activities and sponsored events.

These guidelines make it possible to report any breach of ATD Fourth World’s Code of Conduct and Ethics; and in particular:

- Any infringement of ATD Fourth World Child Protection Policy.
- Illegal or fraudulent activities in accounting, finance, and banking.
- Conflicts of interest, corruption, or coercion.
- Any acts of discrimination, harassment, or a severe breach of the law.

These guidelines do not exclude reporting to legal authorities.

### **2- Who has the right to report?**

All stakeholders involved in ATD Fourth World activities may report violations of (or concerns regarding) the Code of Conduct and Ethics or other ATD Fourth World policies.

### **3- How to report**

A report may be made by phone, email, SMS, or other means; however, speed is of the essence. When a report is made in person or over the phone, it must also be documented in writing through a private email, letter, or other confidential communication.

The facts must be reported as precisely and objectively as possible. In addition, any supporting evidence must be submitted directly to the person receiving the report.

The individual reporting the complaint can remain anonymous. However, for the report to be investigated, the name of the person receiving and writing the report must be included.

#### **4- Reporting process**

The reporting individual transmits the report directly to the person in charge of the team or activity. If this person is directly implicated in the complaint, the information should be given to the person at the next level of authority.

As is shown in appendix 1, the levels of contact are the following: local team – national leadership team – regional leadership team – International Leadership Team. Not all levels exist in every location, so the next level (or equivalent) should be contacted (e.g., the International Centre team instead of the regional leadership team).

In some locations, a referral person already exists and can be directly contacted by the reporter.

The recipient gives every report a confidential preliminary evaluation. This person and their team leader will verify if the report fits into the procedure's scope.

Therefore:

- When the local team leader receives a report, it is handled by that local team leader and a member of the national leadership team,
- When a national leadership team receives a report, it is handled by a member of the national leadership team and a member of the regional leadership team.
- When a regional leadership team receives a report, it is handled by a member of the regional leadership team and a member of the International Leadership Team.
- When the International Leadership Team receives a report, it is handled by a member of the International Leadership Team and those designated by the ITL.
- When a member of the International Leadership Team is accused of wrongdoing, it is handled by members of two different regional leadership teams.

Depending on the gravity of the accusation, the person or persons handling the report can ask for support from their regional team or the International Leadership Team.

The person or persons handling the report will undertake all necessary investigations to assess that the information collected is satisfactory, pertinent, and reasonable given the circumstances.

The person or people in charge of handling the report will make the decisions they deem necessary from their conclusions.

The outcome of every report will be sent to the International Leadership Team.

The national, regional team or International Leadership Team will inform, as soon as possible, the following appropriate legal bodies:

- The International Movement ATD Fourth World Board of Directors, as well as the national leadership team, in instances in which civil or legal responsibility falls under their jurisdiction.
- The ATD Fourth World national administrative and financial teams and the International Finance and Ethics Administration team (PAEFI) in cases of accounting integrity.
- The administrative managers involved in employment issues in cases in which the events could lead to sanctions against salaried staff.

The reporter will be informed of the reception of the report and its initial investigation by the receiving party. This shall be done within 15 days of receiving the information.

## **5- Protection for Reporters**

The reporter is guaranteed that every precaution is taken to ensure that their identity is kept strictly confidential at every stage of the investigation and handling of the report (to the extent that it is possible).

No sanctions will be applied to anyone who, in good faith, has reported the relevant person or persons and respects the conditions of the

However, any report that violates the guidelines' conditions, is made in bad faith, amounts to an abusive denunciation or is slanderous in nature will be refused. Furthermore, its author will be informed, and disciplinary measures could be taken against them.

All concerns will be treated confidentially. Anyone expressing their concerns will be protected from any adverse treatment, provided their concerns were expressed in good faith. False allegations made deliberately constitute a disciplinary offence. They will lead to an investigation and will be dealt with accordingly.

## **6- Protection for those accused of a violation**

Any person accused of a violation is presumed innocent until proven otherwise. They must be interviewed regarding their version of the events whilst all precautions are taken to protect the reporter.

Any accused person can request assistance when being interviewed.

The accused is informed by the person receiving the report as soon as it is registered, though not necessarily computerised. In addition, the accused can have access to and request correction or suppression of facts if these are inexact, uncertain, or outdated.

However, access will only be granted after a period of time to avoid the destruction of proof relative to the report or to protect the reporter.

## **7- Right to an appeal**

Both the reporter and the accused have the right to an appeal. This appeal should be communicated in writing to the International Leadership Team within 15 days from when the decision was issued.

The International Leadership Team will then organise, within 15 days of the appeal, a hearing with the appellant and any other involved party deemed pertinent to re-examine the report and its decision. Following the hearing, the International Leadership Team can either confirm the decision and the measures taken, decide on additional or alternative steps, or overturn the decision.

If a member of the International Leadership Team is implicated, the appeal interview is organised by members of two regional leadership teams, excluding those having handled the report.

The decisions taken after this second review are considered final and unchallengeable.

## **8- Data management and security**

All relevant reports and pertinent data are registered in a confidential database accessible only to members of the International Leadership Team, as stipulated in the data management rules defined below:

Data relative to the reports will be destroyed, saved, or archived according to the rules.

As soon as the International Leadership Team receives the data, if the report is considered insubstantial or the facts are unfounded, the data will be destroyed without delay.

When a disciplinary or judicial procedure is initiated against the accused or an abusive reporter, the data relative to the report will be kept in a confidential database by the International Leadership Team.

## **9- Implementing, monitoring, evaluation, and updating the reporting guidelines**

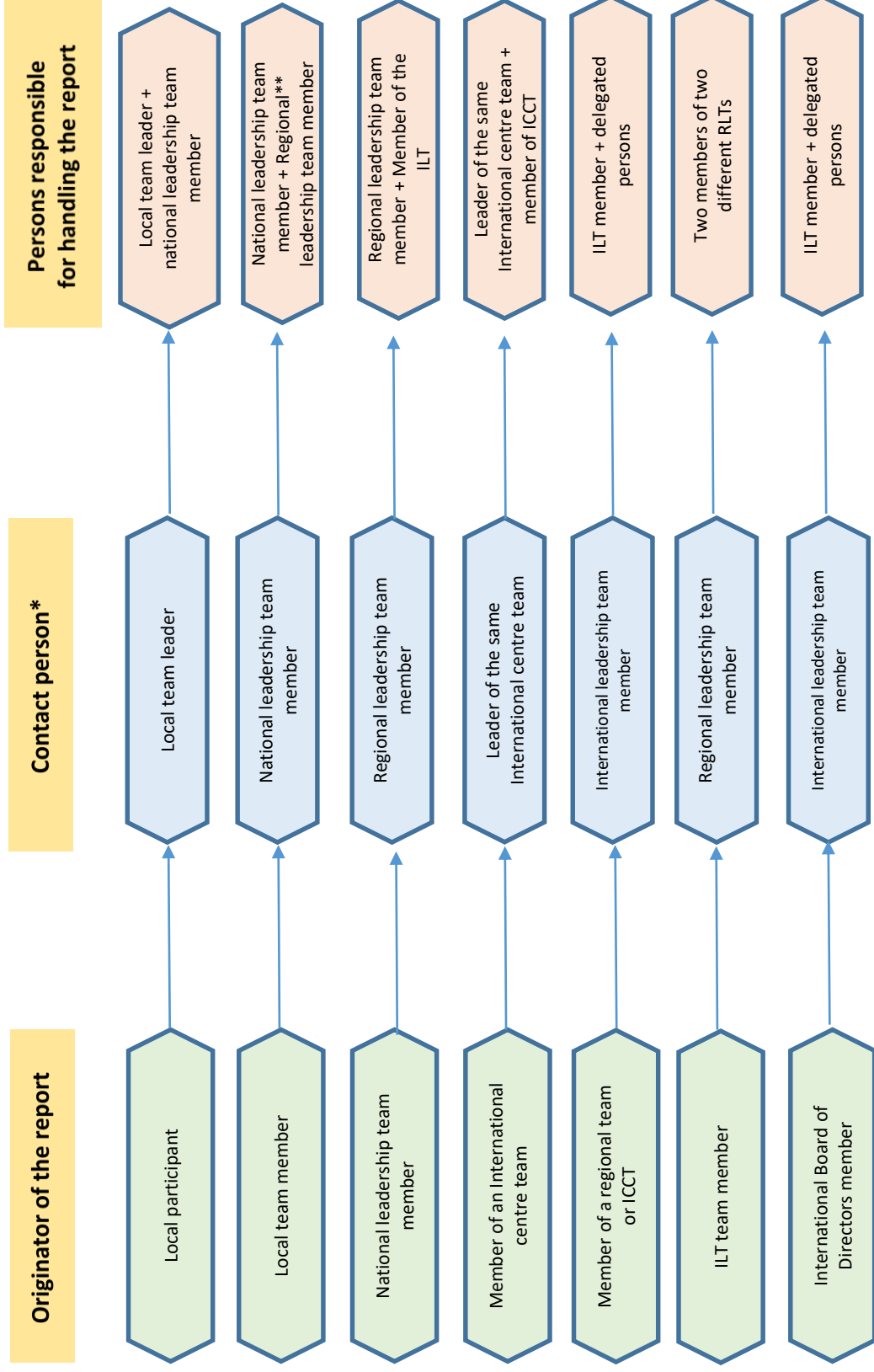
February 1<sup>st</sup>, 2023



The Reporting Guidelines will be tested in the second half of 2022. Subsequently, regular assessments will occur, allowing these guidelines and procedures to be updated.

The Reporting Guidelines will be communicated to the International Movement ATD Fourth World Board of Directors for approval and inclusion in its by-laws in 2023. Amendments to the text will be made if necessary.

## Reporting Guidelines Levels of Responsibility(April 2022)



\* Not all levels exist in every location, the next level (or equivalent) should be contacted.  
In some locations, a referral person already exists and therefore can be directly contacted by the reporter.

\*\* In this instance, regional means a grouping of countries.

**Acronyms:**  
 ILT: International leadership team  
 ICCT: International Centre Coordination Team  
 RLТ: Regional leadership team