

International Movement ATD Fourth World Reporting Guidelines

1- Purpose of the Reporting Guidelines

This document provides guidelines for reporting any violation of the ATD Fourth World Code of Conduct and Ethics. These guidelines apply to everyone involved in ATD activities, such “stakeholders” include, but 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.

Any ATD Fourth World stakeholder who is uncertain about a potential violation of the Code of Conduct and Ethics must report their concerns. 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 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 crucial. 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 person or persons reporting the violation can remain anonymous to the individual(s) implicated and external parties, but not to those receiving the report. While anonymous reports will not be processed under this system, they should still bring attention to potential ethical concerns and the harm of misinformation.

4- Reporting process

The reporting individual(s) 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 shown in Appendix 1, the levels of contact are as follows: local team, national leadership team, regional leadership team, and International Leadership Team. Not all levels are present in every location, so the next level (or its 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 provides a confidential preliminary evaluation for every report. This person and their team leader will verify whether the report falls within the scope of the procedure.

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 severity of the accusation, the person or persons handling the report may request support from their regional team or the International Leadership Team.

The person or persons in charge of handling the report must listen attentively to the reporting individual(s) and document with precision, the content of the interview in writing to avoid any risk of misinterpretation.

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 persons 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, as well as the International Finance and Ethics Administration team (PAEFI), in cases involving 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 their identity is kept strictly confidential at every stage of the investigation and handling of the report (to the extent possible).

No sanctions will be applied to anyone who, in good faith, reports the relevant person or persons and complies with the conditions of the reporting procedure.

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, the 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, while all precautions are taken to protect the reporter.

Any accused person has the right to request assistance during an interview.

The accused is informed by the person receiving the report as soon as it is registered, though not necessarily computerised. Additionally, the accused may have access to the report and request the correction or suppression of facts if they 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 who 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 related to the reports will be destroyed, saved, or archived in accordance with the established 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, evaluating, and updating the reporting guidelines

The Reporting Guidelines will be tested in the second half of 2022. Subsequently, regular assessments will be conducted, enabling 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 bylaws in 2023. Amendments to the text will be made if necessary.

Reporting Guidelines



Persons responsible for handling the report

Contact person*

* 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
ICTT: International
Centre Coordination
Team
RLT: Regional
leadership team