

Incident report form – inappropriate behaviour

Why it is necessary to report incidents of serious inappropriate behaviour

Both the Ministry of Foreign Affairs and the supervisory body for charities in the Netherlands, the Central Office for Fundraising Organisations (CBF), require incidents involving serious inappropriate behaviour to be reported. This requirement allows the Ministry of Foreign Affairs to assess whether the organisation in question has responded effectively to a report of inappropriate behaviour. The CBF oversees the development and implementation of an integrity system within organisations.

The purpose of this form

Use this form to report suspicions of serious inappropriate behaviour involving your organisation.

How to use this form

Briefly describe the (suspected) inappropriate behaviour concerned and explain why you believe it is serious.

Where to submit this form

Organisations that are recognised as a charity by the CBF should submit the form by email to integriteit@cbf.nl. Organisations that receive funding from the Ministry of Foreign Affairs should submit the form to the responsible budget holder. Organisations that have ties with both the CBF and the Ministry should submit the form to both the CBF and the budget holder. The same form may be submitted to both.¹

How your report is processed

Your report will be treated confidentially. We will contact you after we receive the report form. In consultation with you, we will decide what steps to take.

1. Contact information	
1a. Organisation reporting the incident	
1b. Name of contact person	
1c. Contact's email address	
1d. Contact's role or job title	
1e. Contact's telephone number	
1f. Is the organisation recognised as a charity by the CBF (<i>CBF-Erkend Goed Doel</i>)?	
1g. Is the organisation a partner of the Ministry of Foreign Affairs?	

2. Details of the report	
2a. Date of this first report	

¹ The CBF and the Ministry do not exchange information about individual reports.

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3. Reasons for the report	
3a. What made you decide to report the (suspected) inappropriate behaviour? Why do you consider the (suspected) inappropriate behaviour to be serious?	
<p><i>Possible grounds include but are not restricted to the following: The suspected perpetrators are managers; the number of possible victims is considerable; the (suspected) incidents are significantly affecting the organisation's performance; measures in response to previous reports have not been effective; the organisation is being held to account by public opinion; etc.</i></p>	
3b. When did the (suspected) inappropriate behaviour first come to your attention?	
3c. Date of the first incident:	
4. Report on inappropriate behaviour	
4a. In which country or countries did the inappropriate behaviour occur?	
4b. Category of inappropriate behaviour. Please mark the applicable category or categories of behaviour in the list below.	
<p>1. <i>Abuse of power</i> (corruption; conflicts of interest or nepotism; manipulation, misuse or leaking of information)</p> <p>2. <i>Financial misconduct</i> (fraud; misuse or improper use of resources; theft; tax avoidance/evasion; asset management/investment policy contrary to the organisation's objectives)</p> <p>3. <i>Interpersonal misconduct</i> (inappropriate sexual behaviour; sexual harassment, sexual violence; aggression; discrimination; bullying)</p>	
5. Status of the investigation	
5a. Start date of the investigation:	
6. Investigation	
What steps have you taken to investigate the (suspected) inappropriate behaviour?	
7. Measures	
What measures have already been taken?	