Procedures of the Code of Conduct and Harassment Policy

1. Process for Reporting Violations of the Harassment Policy

   A volunteer or paid staff at SGAC believes they have been subjected to or witnessed improper conduct as part of their SGAC activities

   The victim decides to report on the case?

   YES

   NO

   The receiver
   Consults/Reports to the Code of Conduct Committee

   Step 1

   The CCC

   It is necessary to take immediate actions

   YES

   NO

   Code of Conduct Committee convened

   The CCC takes immediate and temporary decision (i.e. Temporarily exclude the member from a team/event)
2. Process for Reporting Violations of the Harassment Policy at an SGAC event

- A volunteer or paid staff at SGAC believes he or she has been subjected to harassing conduct at an event.
- The receiver decides to report the case?
- Yes: The situation can be resolved through mediation at this stage?
- Yes: The CCC documents the case for record.
- No: The situation is resolved?
- Yes: Look at what are the immediate and temporary decision to be made in protecting the victim.
- No: The Event Manager and Trio if in attendance.
- The CCC documents the case for record.
3. Process for Reporting Violations of the Code of Conduct

A volunteer or paid staff at SGAC believes they have been subjected to or witnessed improper conduct as part of their SGAC activities.

The witness or victim decides to report on the case?

The receiver
Consults/Reports to the Code of Conduct Committee

The Code of Conduct Committee convened

It is necessary to take immediate actions

The CCC takes immediate and temporary decision (i.e. temporarily exclude the member from a team/event)

YES

NO

Step 1

YES

NO
4. Procedures for a Code of Conduct Committee Investigation (applicable for both, the Code of Conduct and Harassment Policy)

- Code of Committee formed with all members signing the ‘confidentiality and no conflicts of interest’ statement.
- The Code of Conduct Committee appoints the Code of Conduct Officer (CCO) who provides the Initial Fact Finding Report to the CCC.
  2. Consults further with the “victim” and/or the “accused” if necessary.
  3. Determines the severity of the case.

- The violation of the Code of Conduct or Harassment Policy is considered proven?
  - NO: The CCC requests Mediation.
  - YES: The CCC takes a corrective measure.

- The situation is resolved?
  - YES: The CCC documents the case for record.
  - NO: The CCC considers alternatives.
Declaration of Conflict of Interest and Confidentiality

As a member of this Code of Conduct Committee, I, [insert name], recognise that, and agree to, the following:

1. I declare that to the best of my knowledge, I do not have:
   - any financial interest with any of the individuals involved in this matter
   - any immediate relatives or close friends with a financial interest with any of the individuals involved in this matter
   - any personal bias or inclination which would in any way affect my decisions in relation to any of the individuals involved in this matter
   - any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to any of the individuals involved in this matter
   - Or any other “conflict”, except as set out below:
     - 
     - 
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I also declare that in participating in these discussions, I have not previously been involved with this matter in any way that may create any perceived or actual conflicts.

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during this investigation period. I agree to abstain from any decision where such a conflict arises.

If you are unsure about whether something qualifies as a conflict of interest, please list it above, or contact the SGAC General Counsel for additional guidance.

2. In accepting to participate in this investigation, I agree to perform my duties honestly, responsibly and in good faith.

3. I agree to keep all information and documents relating to investigation, and processes related to it, confidential, and not to disclose or communicate the same to any person or persons except in the course of my duties without the prior written approval of the rest of the Code of Conduct Committee.

I agree not to make copies of, or take any extracts of information except as may be necessary and essential for the due and proper performance of my duties. If applicable, I agree to destroy all documents, papers and other materials given to me relating to this investigation after the process has concluded.

I agree to comply with all processes and protocols established by SGAC from time to time to maintain the confidentiality of information and documentation relating to this process.
4. I acknowledge that breach of confidentiality and unauthorised disclosure are subject to the provisions and penalties contained in legislation in Austria. I also acknowledge that any breaches in this regard would be regarded as a breach of the SGAC Code of Conduct.

This declaration is made by me on the understanding that I will not be taken to have breached its terms if I am legally required to disclose the information referred to.

Date and Place

Name

Position

Signature