

# Investigation Procedure

Asian Borrel Club

## **Article 1 Aims and definitions**

- 1.1 Violations with the HR rules, agreements, or guidelines by general, active, or board members should be first reported to the Executive Board. If there is a conflict of interest, the aforementioned parties can report the violation by submitting an appeal to the Supervisory Board (SB).
- 1.2 The SB has the responsibility to set up the Investigation Team (IT) to investigate the appeal.
- 1.3 The SB has the responsibility to make a statement based on the report of IT and handle the further conduct of the incident within ABC.
- 1.4 In case the appeal is made against a SB member(s) or SB member(s) are involved, the appeal must be submitted to the Advisory Board (AB).

## **Article 2 Submitting an appeal**

- 2.1 Submission of the appeal must be done to the SB within 21 calendar days of the incident.
- 2.2 The appeal must be submitted in PDF format per email to [supervisoryboard@asianborrelclub.nl](mailto:supervisoryboard@asianborrelclub.nl).
- 2.3 The appeal must conclude a description of the incident including the time period, the involved parties, and the location of the incident. Additionally, the involved parties must be clearly mentioned, including possible witness(es).
- 2.4 If possible, individuals can provide any evidence of the alleged violation.

## **Article 3 Investigation Team (IT)**

- 3.1 The IT aims to determine the validity of the violation claim, by comparing the statements of accuser, accused and possible witnesses and gather any proof that can be obtained relating to the incident.
- 3.2 The IT is an independent, temporary body consisting of 3 to 5 trustee members. These are members within AB, EB, and/or SB.
  - 3.2.1 IT members are excluded from all their AB, EB, or SB tasks for the entire duration of the investigation and handling thereafter.
- 3.3 The IT is set up by the SB within 7 calendar days of receiving the appeal.
- 3.4 The function of the IT is to thoroughly investigate the incident based on the submitted appeal. The appeal is investigated based on truth. It includes statements from all witnesses who are willing to cooperate in the investigation.
- 3.5 The IT is required to abide by the following code of conduct:
  - 3.5.1 An investigation member is unbiased and is able to carry out the investigation without any prejudice. IT respects the privacy of all parties involved and expects external parties to reciprocate.
  - 3.5.2 IT strives for utmost confidentiality. Statements of the accuser, accused and witnesses will be protected by IT. IT members will withhold any details regarding the investigation or the involved persons, and will not share any details with the persons involved, unless necessary for the investigation. Similarly, IT asks involved parties to not share any details with external parties, to avoid marring the investigation. Any information deemed sharing will be included in the report at the end of the investigation.
  - 3.5.3 IT gathers information regarding the investigation in a folder that is not accessible by any external parties
- 3.6 The IT will end their investigation by generating a detailed report of the incident.

- 3.6.1** The report is written by IT and will include all relevant information, but excluding any personal information deemed irrelevant by IT.
- 3.6.2** The report will only be shared with the involved parties, EB and SB. Any conclusions can be shared with the active and general members.
- 3.6.3** The report includes:
- relevant ABC HR or Statues
  - description of the incident
  - summarised statements of involved parties
  - conclusion(s) regarding the validity of the violation claim.
  - possible recommendations