

# Standard operating procedure for reporting violations

## Foundation for Freedom

In the event of violation of applicable principles, in particular the Gender, Equality, Diversity and Inclusion Policy, Protection against Sexual Exploitation and Abuse Policy, Gender Policy and Child Protection Policy, the Foundation establishes the following procedure for reporting violations:

1. Possibility of reporting anonymously by leaving a note in a specially designated place (boxes) at the Foundation's headquarters and other places of permanent program activity. The note should contain a description of the situation, as well as as many details as possible (who it concerns, date, place of the event, description).
2. Possibility to report to the person coordinating the project in which the policy was violated. The report should include: a description of the situation and as many details as possible (who is affected, date, place of the incident, description).
3. Possibility of reporting to the Foundation's Board. The report should include: a description of the situation, as well as as many details as possible (who is affected, date, place of the incident, description).
4. Possibility of reporting to a designated person of trust from among the employees via confidential e-mail: [pomoc@fundacjadlawolnosc.org](mailto:pomoc@fundacjadlawolnosc.org).
5. Possibility of reporting to any other person employed by the Foundation, who should offer support in submitting the report via the above-mentioned channels.

The protection and safety of those reporting through the above channels will be given priority. The Foundation provides protection against any retaliation against persons reporting in good faith.

### Sample note describing the violation

Place

Date

Note on the case

For the attention of

Prepared by\*

On (days)

During

Type of violation

Action taken

Signature\*

\* does not apply if the note is anonymous