

REPORTING STRUCTURE FOR UNDESIRABLE BEHAVIOUR OR OTHER INTEGRITY PROBLEMS IHMS

The Holland Music Session & Festival Foundation (IHMS) values a safe social environment for students, volunteers and paid employees and has a Code of Conduct for that purpose. Undesirable behaviour is preferably prevented, but in situations in which this is nonetheless the case, IHMS has two confidential counsellors (a woman and a man) in its midst. In the first instance, those involved can turn to them for problems related to (sexual) intimidation and/or transgressive behaviour, bullying, discrimination, aggression, or other undesirable behaviour. This concerns behaviour that is considered undesirable by the person concerned.

If undesirable behaviour issues cannot be resolved despite the help of the confidential counsellors or if other integrity issues arise that are consistent with the Code of Conduct anyone involved in IHMS can contact the director of IHMS. The director will treat the complaint confidentially and, if necessary, set up an independent committee that assesses the matter and advises the organization on any measures to be taken. The director then decides in consultation with the chairman of the board of IHMS.

If the complaint (also) relates to the director of IHMS, someone who has a complaint can contact the chairman of the board of IHMS. She/he will treat the complaint confidentially and, in consultation with the other board members, assess and decide on the matter, if necessary with the help of an independent external committee.

If the complaint (also) concerns one or more board members of IHMS, not being the chairman, it can be submitted to the chairman. She/he will treat the complaint confidentially and, in consultation with the other board members not involved, assess and decide on the matter, if necessary with the help of an independent external committee.

If the complaint (also) relates to the chairman of the IHMS board, it can be addressed to the board members of IHMS who are not involved. They will treat the complaint confidentially, assess and decide on the matter, with the help of an independent external committee.

Whether an independent committee is required to review an issue and provide advice on it, is at the discretion of the person(s) responsible for handling the complaint. If the

complaint concerns the chairman of the board, an external committee is always required.

Complaints must always (also) be submitted in writing. This can be done by email. The person submitting a written complaint will receive written confirmation of receipt within 5 working days. In principle, the complaint will be handled within 10 weeks, unless there are serious reasons to deviate from this. The complainant and the accused will be notified in writing of extension of the time limit and the reasons therefor.

Of the complaint and its handling, a file is compiled by the handler(s), which is available for inspection by all concerned. This file will be kept until the complaint has been fully settled.

The annual report contains an (anonymized) report of the complaints handled.

This Reporting Structure was adopted by the board of IHMS on January 13, 2022.