

## PROTOCOL CONFIDENTIAL COUNSELLORS IHMS

Holland Music Session & Festival Foundation (IHMS) attaches great importance to a safe social environment for students, volunteers and paid employees and has a code of conduct for this purpose. Unwanted behaviour is preferably to be avoided, but for situations in which this does happen, IHMS has two confidential counsellors (Mrs. Merian Hesselink and Mr. Robert ten Houten) in its midst. In the first instance, those involved can turn to them for problems relating to (sexual) intimidation and/or transgressive behaviour, bullying, discrimination, aggression, or other undesirable behaviour. This concerns behaviour that is considered undesirable by those involved.

### **Task and position of confidential counsellors**

The confidential counsellors are independent and support and guide the students and (voluntary) employees in their search for a solution. The confidential counsellors can only contact third parties about the matter in consultation with those who report to them. The confidential counsellors are not responsible for solving the problem. Nor do they express any opinion on the matter raised.

### **Working method confidential counsellors**

The confidential counsellor enters a relationship of trust with the person who calls on her/him and promises confidentiality.

The confidential counsellor can only break the promised confidentiality without the knowledge of the person concerned if:

- the confidential counsellor is in a dilemma of conscience when maintaining secrecy;
- it is virtually certain that failure to breach the confidentiality will result in demonstrable and serious damage and/or danger for those involved or third parties, while breaking the confidentiality will prevent such damage to a significant extent;
- if every effort has been made to obtain the consent of the person concerned.

The confidential counsellor acts as a sounding board and, if necessary, a supporter in the event of a complaint for the person who comes to her/him. This means that the confidential counsellor does not personally mediate between the person who comes her/him and the other party. She/he explores with the person who turns to her/him all options to solve the problem, including all possible consequences of those options. If necessary and possible, the confidential counsellor refers to other (helpful) agencies.

In cases where the raised issue leads to a formal report within the IHMS organization, the organization has a reporting structure. The confidential counsellors can refer to this but are not part of it.

### **Other**

At each new round of Summer Academy & Festival, the existence of the confidential counsellors is announced to the participants. There is also a Dutch version of this protocol.

At the end of each calendar year, the confidential counsellors report to the board of their activities, using only information that cannot be traced back to individuals.

The confidential counsellors can always provide solicited and unsolicited advice to the board on policy in the field of undesirable behaviour.

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