



Annex 6

Confidential counselling scheme

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1. Introduction

Help A Child has a designated counsellor. Everyone employed by Help A Child may contact the counsellor when needed. This applies to employees as well as to volunteers, trainees, interns, contractors and temporary workers.

The function of the counsellor is intended to give employees of Help A Child the possibility to approach an independent person if they face or have faced problems concerning improper or unfair treatment, integrity issues and/or abuses in the organization. This Confidential Counselling Scheme is part of the Help a Child Integrity Policy.

1.1 Duties

The appointment of a counsellor is intended as an additional facility and should not replace existing procedures. The duties of the counsellor are to bring about a solution to employee complaints regarding improper or unfair treatment by means of referral, counselling or mediation. These could include situations of (sexual) harassment, aggression, discrimination or bullying. Integrity issues can be defined as structural defects and bottlenecks within the organization.

1.2 Appointment

The CEO of Help A Child is responsible for the appointment of the counsellor and communication of this to the employees. The appointment is made upon the recommendations of staff representatives. The appointment is generally for four years, after which time reappointment is possible. A suitable person has knowledge of the day-to-day work of Help A Child, and is involved sufficiently in the organization so that he/she is approachable by employees.

1.3 Confidentiality

The counsellor and those who are involved in the complaint are sworn to secrecy regarding everything which has been made known to them during their involvement in the complaint. If the problem/request demands to remove anonymity, the employee shall authorize the counsellor to seek external assistance. With the consent of the employee, the obligation of confidentiality becomes wholly or in part void. The counsellor cannot rely on the obligation of confidentiality if the law indicates that there is an obligation of declaration. The obligation of confidentiality remains in position after leaving the post of counsellor.

1.4 What can a confidential counsellor do for you

In case of harassment:

- meet with you and listen;
- help you consider dilemmas with regard to colleagues;
- give advice on de-escalation options;
- inform you of the rules, procedures and agreements;
- offer support if you want to file a official complaint

What can a confidential counsellor do in case of an integrity issue?

- Meet with you and listen;
- Help you consider certain integrity dilemmas;
- Inform you of the rules, procedures and agreements;



- support you when you want to submit an (anonymous) report

1.5 Procedure

- The counsellor must be easily accessible. Therefore requests for handling a complaint may be made both in writing as well as verbally. Anonymous reports will not be considered by the counsellor.
- If the counsellor does not take the request of the employee into consideration, he/she shall notify and substantiate this in writing to the employee.
- Upon actual handling of the complaint, this must be confirmed in writing by the employee.
- The counsellor shall collect all information reasonably required to obtain a thorough understanding of the nature and extent of the complaint.
- The counsellor shall record all steps taken in notes or a report.
- The counsellor gives the employee advice. The employee should try, without further involvement of the counsellor and not necessarily based on the counsellor's advice, to come to a solution. **Or:**
- The counsellor shall refer the matter to the person/authority that, in his/her opinion, is capable of further handling. The counsellor shall facilitate first contact between the person/authority and the employee.
The counsellor or the Help a Child Integrity Response Team shall continue to act as mediator during the handling of the complaint by other persons/authorities.
- The counsellor cannot make binding decisions, but may give informed advice and make recommendations.

1.6 Contact information

The confidential counsellor is an external organization in the Netherlands who is specialized in this theme. It's called 'GIMD'.

The confidential counselor available for Help a Child is Paola Crone. She introduces herself:



I am Paola Crone, and I work as an external confidential counsellor at GIMD. As a confidential counsellor, I can assist in cases of bullying, aggression, violence, discrimination, sexual intimidation and (suspected) integrity violations at work. In my opinion, an organisation can only flourish with healthy employees. A healthy employee is an employee who feels safe and comfortable at work. I am committed to achieve this goal and I offer support to people who report any issues.

You can also watch this video where she explains her role
<https://www.youtube.com/watch?v=t7xLjcVTCKY>

You can email her: p.crone@gimd.nl
or contact her via telephone/WhatsApp: +31 6 3935 3501

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