

MEASURES OF PROTECTION AND THE PROCESS THE IGF WILL UNDERTAKE FOLLOWING AN INTEGRITY REPORT

1) MATTERS YOU NEED TO BE AWARE OF BEFORE MAKING A REPORT:

- **Confidentiality:** Your identity will not be disclosed to persons beyond those responsible for investigating your report, without your explicit consent.
- **Anonymity:** Any person can request to stay anonymous and such request will be respected by the IGF. However, we encourage that personal information is disclosed to enable appropriate follow up.
- **Privacy Policy:** Should you include any personally identifiable information in your report (e.g. first name, last name, date of birth, address, email address, phone number), this information will not be disclosed to persons beyond those responsible for investigating your report, without your explicit consent. This information will be managed in accordance with laws protecting such personal information applicable to the IGF, the present terms and conditions and the terms of the [IGF's Privacy Policy](#).
- **Protection:** The IGF will take appropriate measures to ensure protection from any harassment, retaliation, or adverse employment consequences of individuals who use this Hotline on reasonable grounds and in good faith to report an integrity breach. Any person who retaliates against a whistle-blower may be subject to appropriate disciplinary action. The IGF will provide protection against any unjustified treatment in the form of providing confidential advice to whistle-blowers so long as there is an honest and reasonable belief of wrong-doing, but will provide no protection for knowingly false disclosure of information. Protection will extend to disclosures made anonymously, if later identified. If physical protection is needed, the case is referred to the police.

2) ASSESSMENT OF THE ONLINE REPORT:

- Reports related to suspicious approaches or activities related to competition manipulation, incidents of harassment and/or abuse, any other infringements of the IGF Code of Ethics or other matters including financial misconduct or further legal, regulatory and ethical breaches over which the IGF has jurisdiction will be received by the Head of the IGF Integrity Unit.
- The Head of the IGF Integrity Unit will make an initial review of the situation including if an investigation is needed based on whether the report has been made on reasonable grounds and in good faith except for incidents of harassment and/or abuse which will be referred to the IGF Safeguarding Officer who will determine the appropriate follow-up.

- Any reports on doping received by the Head of the IGF Integrity Unit will be assessed in line with the World Anti-Doping Code, IGF Anti-Doping Policy, International Standard for Testing and Investigations and the International Standard for the Protection of Privacy and Personal Information.

3) INVESTIGATIONS:

- The IGF will only investigate matters within its jurisdiction and may contact you for further information should you have disclosed your identity/personal information.
- If the IGF is not competent to investigate the matter, your complaint will be destroyed.
- Where it is determined that the breach is of serious matter, the Head of the IGF Integrity Unit will appoint the IGF Integrity Unit to investigate the facts and material relevant to the allegation(s) as applicable.
- Following an investigation, the IGF Integrity Unit, respectively the IGF Safeguarding Officer for incidents of harassment and/or abuse, shall provide the Head of the IGF Integrity Unit with a report including the findings and facts, the conclusion and recommendation(s) of their investigation. Should the IGF Integrity Unit, respectively the IGF Safeguarding Officer, have determined that there is a case to answer, the Head of the IGF Integrity Unit shall decide to refer, at his sole discretion, the case to the IGF Tribunal for hearing.
- In the case of a doping violation, the results management procedure in the IGF Anti-Doping Policy and International Standard for Results Management will apply.