

ANNEX A

Protocol for the Communication and Reporting of situations

Incidents to report:***Internal incident***

If any incident, complaint, suspicion or concern of child abuse, fraud, corruption or bribery, modern slavery or any inappropriate behavior is identified related to any LA INTERSECCIÓN staff member in the development of their projects and activities.

External incident

If any incident, complaint, suspicion or concern of child abuse, fraud, corruption or bribery as well as modern slavery or any inappropriate behavior is identified related to any LA INTERSECCIÓN collaborating person or entity in the development of their projects and activities, or any other person or entity not related to LA INTERSECCIÓN.

Who to communicate to:

Management Board of the Organization.

Term:

Preferably, it should be communicated immediately or within a maximum period of 48 hours.

Means:

Preferably, the incident should be communicated by email: alberto@lainterseccion.net

If communication is made verbally, either in person, by telephone or by telematic means, a record of the communication must be ensured, which must be signed by the person reporting the incident.

Actions:

The Management Board of the Organization, will conduct an internal investigation of the complaint, in order to obtain all the necessary information to be communicated to the competent authority:

- The content of the complaint and the opening of the disciplinary file shall be communicated to the reported staff person, if appropriate.
- As long as the investigation is carried out, the necessary measures for the protection of minors shall be taken.

This protocol has been approved by the Management Board on 1th of March 2023 and annexed to the Organization's policies.