**Reporting misconduct**

You can report actual misconduct or suspicions of such.

You can report in different ways. See below for EWC contact details

* To the Executive Director (ED)
* Directly to another EWC staff member (preferably to your nearest leader)
* Anonymously through EWC’s secure portal
* To an external body/authority

**The report**

To verify information and follow up any complaints, we ask for your personal details. The details will be handled in confidentiality.

If you want complete anonymity, leave the first section open (personal information), and report via EWC’s secure portal. Please note that this might affect EWC’s possibilities to pursue the complaint.

**Personal information**

|  |  |
| --- | --- |
| Your name |  |
| Your connection to EWC |  |
| Your contact details (phone/email) |  |

**The complaint**

|  |  |
| --- | --- |
| Please describe what has happened. Is it (as far as you know) a criminal act, or is it a breach of the EWC code of conduct? |  |
| Who was involved? Please include names and specify who is accused of misconduct / who is a victim of such. |  |
| Where did this happen? Where was it discovered? |  |
| When did this happen (date and time)? |  |
| Has it (as far as you know) happened on multiple occasions? |  |
| Are there any witnesses to the misconduct? If yes, please specify. |  |

**Documentation**

If you have any concrete examples or documentation supporting what you describe above, please include this in the report.

**Contact details**

Email for reporting [varsel@theewc.org](mailto:varsel@theewc.org) (accessed by the ED and Chief Financial Officer)

Executive Director Ana Perona-Fjeldstad, [a.perona@theewc.org](mailto:a.perona@theewc.org)

Other employees <https://theewc.org/about-us/staff/>

Other/anonymous reporting [Via our secure](https://documents.ecitapps.com/s/mXi86ZoXFyLHHjE) portal. Please use the password **Wergeland**