

Notification Procedures for Impro Neuf

Terms used in the procedure

Notification: Reporting something that is not okay

Notification Recipients: Those who are informed about the notification

Notification Committee: Those who handle the case reported

Notification Committee corresponds to the board of Impro Neuf

What is a notification?

To notify is to report something that is not okay, something that feels uncomfortable or frightening, or actions that are illegal. The goal of notifying is to inform someone who can address what has happened and prevent it from happening again. Notifying can contribute to making the association safer for its members, and it is an important part of the association's safety procedures.

What can be reported?

Something one has experienced oneself

Something that has happened to someone else, which one has seen or been told about

Something one considers very serious

Something one does not really consider dangerous, but still not okay

Nothing is too small or too large to report

One can report on behalf or for those who are members or participants in the association

One can report an incident that occurred during the association's activities or outside them.

How to report and who handles the notification?

Notifications in (name of the association) are directed to the notification recipients listed below.

Notifications can be made both in writing and orally. One can write an email, send a message, call and tell, or request a personal meeting to report what has happened. If one is to notify orally, it is advisable to write down what one wants to say in advance. The person being reported will never be one of those handling the notification. If the notification concerns listed notification recipients, or possibly persons closely related to them, the notification can be directed to another board member not related to the case.

Contact information for notification recipients in the association:

Name: Aleksander Andersen

Email: leader@improneuf.no

Name: Peter Müller

Email: petya.muller@gmail.com

Mobile number:

Name:

Email:

Mobile number:

Name:

Email:

Mobile number:

Name:

Email:

Mobile number:

How is a notification handled?

A notification will always be taken seriously. Once one has notified, the notification recipients will establish a Notification Committee to handle the notification. The Notification Committee will have a talk with the notifier and note who else they may need to talk to. All notification processes are confidential, meaning only those involved and those handling the case are to know about it. Once the Notification Committee has gathered enough information about the incident in question, they talk to the person or people the notification is directed towards. These individuals will always have the opportunity to defend themselves before a decision is made regarding sanctions or measures.

NB in case of legal violations: If what has happened is illegal, the case must be reported to the police, and the Notification Committee should not talk to the suspect before it is reported. This is so the police can do their job in handling the report. It is important to take care of the individuals involved in this process. The Notification Committee can make a decision on temporarily excluding the suspect until the police have processed the report.

What can be the consequences of a notification case?

The consequences will be a decision from the Notification Committee, after they have gathered the information they need to conclude in the case. This means that the Notification Committee will make an assessment of what measures are appropriate to solve the problem in the best possible way. The Notification Committee can conclude by giving a verbal or written warning, a decision on resignation from trust positions, exclusion from events, or exclusion from the association for a specific or indefinite period. Note: Negative reactions against a member who reports or considers reporting objectionable conditions are prohibited.

In some cases, the notification may concern deviations/errors/deficiencies that can be corrected with practical measures, and in these cases, the notifier should be informed about the measures.

What happens after the notification case is concluded?

Once the notification case is concluded, the involved parties will be informed that the case is closed. The notifier will be informed about the conclusion of the case, in addition to any sanctions. The person reported will receive a comprehensive decision with reasoning and any sanctions, the reasoning shall include references to which ethical, and possibly other guidelines have been concluded to be violated. Both the notifier and the person reported have the opportunity to appeal the decision. The goal is always for the association to function normally after the notification case is concluded.

How to appeal a decision in a notification case?

If one believes that the notification has not been handled correctly or the decision is not right for the case, one can appeal. Appeals on decisions in notification cases in the association are directed to the association's appeals body.

The appeal is sent in writing to: notification@improneuf.no

The deadline to appeal is 14 days after the date of the decision.