

Internal hotline for transgressive behaviour

A talk will be scheduled within 10 calendar days

Talk with the staff counsellor

The reporter (person with the complaint) will be informed about the options and can then decide what steps will be taken

The staff counsellor can take certain steps together with the reporter

- Listen, offer advice and support
- Discuss the problem with someone
- Referral
- Mediation
- ...

CENTRAL REGISTER

All complaints are entered in the central register (whether or not anonymously)

Disciplinary body

If a situation occurs that poses an immediate risk, or if several reports are filed about the same person, the disciplinary body is notified (anonymously).

Disciplinary measures or sanctions

The disciplinary body can decide to take measures or sanctions.

Depending on the steps that were taken, the reporter is informed of the current status or result of the actions