

1 Working method confidential contact person NCP) ACLO Foundation

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3 **Framework and responsibilities**

4 The VCP is the first point of contact within the ACLO for anyone who comments,
5 has questions or signals regarding transgressive behavior or about a
6 concrete incident wants to have a conversation with the ACLO. The VCP can be contacted for
7 anyone involved with the ACLO (athletes, coaches, volunteers, etc.). The VCP is not a
8 formal reporting point; the reporter himself formalizes with the ACLO Board, with the
9 affiliated sports association or with the Centrum Veilige Sport Nederland

(CVSN). 10

11 Within the ACLO board, the president and secretary have social safety in their
12 portfolio. This includes being the point of contact for the VCP and being responsible
13 for ensuring a safe sports climate within the ACLO. These administrators have
14 from their role to maintain confidentiality about information coming to them. From
15 the administrative role, it is not appropriate to simultaneously fulfill the role of VCP.

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17 Conversations with the VCP are confidential. From the role of VCP, it can be expected
18 that information will be handled confidentially and discreetly. However, this does not mean
19 that the conversations are covered by confidentiality, as is the case with a formal
20 confidant or a physician. 21

22 The VCP will handle all incidents involving transgressive behavior or crime
23 taken note of discuss with the board (possibly anonymized on
24 request of the person spoken with). Only when the board cannot, without further
25 information can act, it will ask the VCP to keep any anonymized information
26 questions.

27

28 **Proceedings**

29 The course of action below describes the role of the VCP step by step.

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31 *1. Zeff signaling*

32 In case of suspected transgressive behavior, anonymous signals or own observations
33 the VCP himself proactively informs the board. The board then decides on further action,
34 such as further investigation, then the VCP is not charged with that. Also, the VCP will not be
35 charged with substantive duties in any disciplinary proceedings, even if the
36 signals from the VCP.

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38 *2. Incident or signals conversation*

39 *Initial reception: story and emotions 2. 1.*

40 Anyone can call on the VCP for questions and suspicions regarding
41 cross-border behavior. In addition to the responsible administrators, the VCP is the
42 point of contact within the ACLO. The ACLO Executive Board (DB) is responsible
43 for the proper resolution of an incident. 44

45 First and foremost, the individual must be able to tell a story in confidence where the
46 VCP takes into account emotions that may be involved. The VCP does not ask for
47 possible burden of proof, but points out that securing this burden of proof is important
48 is and get information from the CVSN on how to do it most safely.

1 The VCP informs the individual about the following aspects:
2 Every incident is discussed with the DB, as that is where the responsibility lies
3 to determine the implications for the ACLO. This can be anonymized upon request
4 happen;
5 There is no confidentiality or secrecy if it violates
6 criminal law, a greater social interest or if the DB finds that the
7 safety of one or more athletes is at stake;
8 In cases of sexual harassment, there is an administrative reporting requirement. This
9 duty to report means that directors must report signs of sexual harassment and abuse
10 must be in line with the affiliated sports association or with the

CVSN. 11

12 *2.2. Consultation on follow-up steps.*

13 As a result of what comes to the attention of the VCP, the individual is informed of the
14 possible follow-up steps and about the (external) bodies to which the person concerned can
15 turn for the various follow-up steps. In this, the individual makes his or her own choice whether
16 is referred to agencies that can assist in this determination of choice (CVSN, the
17 own sports association, family
physician, etc.). 18

19 *2.3. Report to Daily Board*

20 The VCP always notifies the DB of a report and describes what arrangements
21 regarding referral are made. This is done in compliance with a
22 any request to remain anonymous.

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24 **Lifting confidentiality**

25 The VCP may find himself in a situation where confidentiality must be broken. The
26 VCP informs the data subject of the impact this has on the steps taken by the VCP
27 is going to take. The DB assesses how from the administrative responsibility should
28 warden acted. If such action requires that (part of) the confidentiality must be
29 warden will provide an explanation to the individual concerned by the president or secretary.
30 and the consent of the data subject will be sought. Upon consent of the
31 stakeholders, confidentiality has been lifted.

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33 Lifting of confidentiality is always done with due regard to all obligations
34 that the DB and the VCP have regarding the privacy of all parties involved. With the
35 person involved, the VCP discusses the possible consequences of this step. Also
36 agreed how the data subject will be kept informed of the actions of the
37 DB.

38

39 *Lifting of confidentiality without the consent of those involved may occur:*

40 if the person is himself in danger and cannot/does not dare to act for his own
41 security;

42 because of the public or societal interest in a safe sports environment that
43 transcends the interests of the individual;

44 because of Dutch law that in certain cases the VCP and the DB
45 obliged to break confidentiality

46 because of the sexual harassment and abuse reporting requirement for directors.

