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| SEAH Incident Report Form |
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**Why organisations must report serious incidents of inappropriate sexual behaviour**

The political foundation of the Dutch policy on the combat against sexual abuse, exploitation and harassment (SEAH) in the international domain is the letter of the Minister for Foreign Trade and Development to the parliament of 28 April 2018. This letter is available in Dutch only.

Proportionality, high trust and also 'zero tolerance for not acting' are the basic principles of the policy. What matters is that justice is brought to the victims. So, we need organisations to report inappropriate behaviour. This way we can see whether the reporting organisation has acted appropriately.

We may postpone or cancel the project when organisations fail to report an incident.

**Who has to report an incident?**

* Organisations and companies that receive funding from us.
For example, a subsidy or an assignment in international business or development.
* In case a partnership carries out a project or assignment, the contractor has to report.

**How to report a SEAH incident**

Submit this form by email to SEAH@rvo.nl. You can also use this email address for questions and the importance of reporting.

**How we process your report**

* We will treat this report confidentially, following the European Union's General Data Protection Regulation (GDPR).
* We will contact you after we received this report form. In consultation with you, we will decide what further steps we need to take.
* The Dutch Ministry of Foreign Affairs will inform the Ministry about the incident's report. Before doing so, we will contact the contact person of the reporting organisation or company.

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| **Date**  |  |

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| 1. **Contact information**
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| Organisation or company |  |
| Contact person |  |
| Email address |  |
| Role or job title |  |
| Telephone number |  |
| Project code and/or name in the contract with the Netherlands Enterprise Agency |  |
| Language for further contact | Nederlands/English/Français |

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| 1. **Reasons for the report**
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| For privacy reasons, do **not** mention names of victims or perpetrators. |
| Possible grounds for reporting may include - but are not restricted to - the following:* The consequences of the behaviour are not yet resolved to the satisfaction of the victim(s);
* The consequences of the behaviour are not yet resolved to the satisfaction of the reporting organisation or company;
* The number of possible victims is considerable;
* Measures in response to previous notifications have not been effective;
* The reporting organisation or company is being held to account by public opinion;
* and so on.
 |
| What made you decide to report the (suspected) inappropriate sexual behaviour? |
| Why do you consider the (suspected) inappropriate behaviour to be serious? |

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| 1. **The inappropriate sexual behaviour**
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| When did the (suspected) inappropriate behaviour first come to your attention? |  |
| Date of the first incident |  |
| In which country or countries did the (suspected) inappropriate behaviour happen? |  |
| Describe the (suspected) inappropriate behaviour.Please, do not mention names of victims or perpetrators. This is for privacy reasons. |  |

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| 1. **Status of the investigation**
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| Start date of the investigation |  |
| What steps have you taken to investigate the (suspected) inappropriate behaviour? |  |

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| 1. **Measures taken to address**
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| What measures have already been taken to address the (suspected) inappropriate behaviour? |
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| 1. **Extra information**
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| Do you have more information for this report? |
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