

IRC Allegation Report and Tracking Form (ART)

Instructions	Please complete the present form in order so that the Prevention and Compliance Unit can better support IRC staff involved in an administrative response to an allegation or complaint against an IRC staff. Do not fill in areas where the information is still unknown. Complete the form to the best of your knowledge before sending to your supervisor or directly to the HR Partner for your region. If another type of report form has already been completed for this specific incident, you do not have to fill in this form but pass on the one already used to the HR Partner.
Date completed	

COMPLAINANT INFORMATION

Name	Position (if applicable)
Relationship to victim of incident (leave blank if complainant is victim)	

VICTIM/SURVIVOR INFORMATION (if different from complainant)

Name:	Age:	Sex:	Occupation (if known)
Is victim an IRC beneficiary (receiving any type of humanitarian assistance from IRC)?			

ALLEGED INCIDENT

Location:	Date:	Time of day:
Description of Incident (please use short sentences and use separate sheet of paper if necessary):		

SUBJECT OF COMPLAINT INFORMATION

Name:	Position (if not, IRC please give agency name)	Sex:
Relationship to Victim/Survivor:	Current location:	If perpetrator name is not known, describe his/her, including any identifying marks or other identifying information:
Is perpetrator a continuing threat to the safety of the survivor, complainant, IRC staff or any beneficiary?		

RELEVANT POLICY

Please check all applicable boxes:									
Confidentiality	Conflict of interest	Drug Free work place	EEO	Workplace health and safety	IT Resources and Security	Workplace Harassment	BPEA	Other (Please specify)	

ACTION TAKEN TO DATE

Please briefly describe action already taken by the IRC and provide dates:

INVESTIGATION NEED

To be completed ONLY by Country Director, HR Partner, or Prevention and Compliance Unit

Is an administrative investigation necessary to substantiate the allegation?

Yes

No

INVESTIGATION RESULT

To be completed by HR Partner, Focal Point, or Prevention and Compliance Unit AFTER an administrative investigation has been completed.

Has one or more of the alleged policy violations been substantiated?

An investigation report should accompany this form if an investigation has taken place.

Yes

No

DISCIPLINARY ACTION TAKEN

Has any disciplinary action been taken by the IRC country program senior management against the subject of complaint?

Please describe the disciplinary action taken:

Yes

No

MANAGEMENT IMPLICATION

Is additional management action necessary to reduce the risk of future allegations or incidents?

Please describe suggested action:

Yes

No

CASE CLOSURE

Has complainant received final response letter?

Has the subject of complaint received any disciplinary action OR any decision with regard to his/her employment been taken and applied?

Has the Prevention and Compliance Unit been informed of results of investigation and disciplinary action?

Has the Regional Director been informed of results of investigation and disciplinary action?

Yes No

Yes No

Yes No

Yes No

Prevention and Compliance Unit or HR Partner

Name:

Date:

Signature