

## Events Misconduct Procedure

<b>Owner</b>	PIC	<b>Approval Date</b>	December 2019
<b>Approved by</b>	Board	<b>Review Date</b>	June 2020

### 1. Purpose

The Event Misconduct Procedure outlines how allegations of misconduct should be raised with the welfare arbitrator and how an investigation and arbitration process must occur to ensure a fair and consistent outcome for all involved.

No action should be taken under this procedure that is inconsistent with the Misconduct Policy.

This procedure helps ensure each incident of misconduct should be resolved in such a way that the mental and physical health and safety of all attendees, especially children, are protected and the event is disrupted by the minimum necessary to remedy the breach and advance UN Youth’s welfare commitment.

### 2. Reporting or Disclosing Misconduct

When a person discovers misconduct or potential misconduct at an event, they should do what they can to prevent that misconduct from continuing and then:

- If they are a participant or spectator, report it to a Volunteer or the Welfare Arbitrator; or
- If they are a Volunteer, report it to the Welfare Arbitrator

There is a Welfare Incident Report form, which securely logs and transmits to UN Youth any incidents relating to welfare that may arise in the course of UN Youth’s operations.

The following must be reported, at first instance, to a Welfare Officer or Welfare Arbitrator:

- A reasonable belief or observation that a practice or behaviour of an attendee may be harming a participant or Volunteer;
- A disclosure by a member or attendee that they are being harmed, or
- have a reasonable fear being harmed, by a Volunteer or other member;
- Misconduct, including what action was taken in immediate response to the notice of misconduct (if any);
- Concerns expressed by a third party about the behaviour of a UN Youth Volunteer;
- Suspicious behaviour of a person in regard to the abuse of children.

### 3. Investigation and Arbitration Process

Upon notification of misconduct or potential misconduct, an investigation shall only commence where the Welfare Arbitrator is satisfied that the complaint is not vexatious or utterly without basis.

The investigation and arbitration process must uphold the values outlined in the Misconduct Policy determined in this policy and the values of UN Youth New Zealand. The investigation and arbitration processes should not place undue or unreasonable strain on the resources and welfare of UN Youth volunteers, particularly Welfare Officers.

**Investigator:** For all domestic events, where investigation of an allegation of misconduct is necessary the Welfare Arbitrator is deemed the investigator must use the investigation process below. For all international events, where investigation of an allegation of misconduct is necessary the Director Is deemed the investigator, with the oversight of the Welfare Arbitrator.

**Investigation Process:** The investigator must follow the process outlined below for all investigations

1. **Assess Immediate Risk:** In consultation with the Welfare Officers, ensure that the behaviour, protocol or circumstances which give rise to the misconduct or potential misconduct no longer pose an immediate risk to the health or safety of any attendee;
2. **Receive Information:** receive from the individual making the notification, in as much detail as is possible, the details of the behaviour, protocol or circumstances which give rise to the misconduct or potential misconduct;