

International  
**Paralympic**  
Committee

## **Games Time Procedure in Case of Harassment or Abuse Reports**

September 2016

**International Paralympic Committee**

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## 1 Background

Chapter 4.2 in Section 2 of the IPC Handbook details the [Position Statement on Sexual Harassment and Abuse in Sport](#), which is part of the [IPC Code of Ethics](#). Complaints regarding the Code of Ethics are managed by [Appendix A – IPC Regulations Governing the Procedures for Dealing with Complaints regarding Alleged Breaches of the IPC Code of Ethics \(Appendix A\)](#).

Appendix A sets out an accelerated procedure for addressing Code of Ethics (COE) complaints during the Paralympic Games. Given that safety of the claimant is of prime importance in circumstances involving sexual harassment or abuse, the expedited COE procedures are supplemented with some additional measures, as described below.

## 2 Information

- 2.1 Information regarding a suspected case involving harassment or abuse is received and forwarded to the appointed IPC Welfare Officer for the Competition.

## 3 Reporting

- 3.1 The appointed IPC Welfare Officer completes the Reporting Form (Appendix 2).
- 3.2 An assessment on the available information is conducted by the IPC Welfare Officer, designated representative of the IPC Medical Committee and the IPC Chief of Staff to determine any potential criminal issues. If potential criminal issues are identified, with the permission of the complainant (if over 18 years old), the Police will be contacted and the case information will be provided to them. If the complainant is under 18 years old, the Police will be contacted directly.
- 3.3 Separate from any police investigation, the designated representative of the IPC Medical Committee will initiate follow-up with the complainant regarding the psychological and medical support available through the Event Medical Services. This representative also will assist the complainant in accessing this support.

**Note.** For the purpose of safeguarding the complainant, the following procedure shall take place prior to the complaint being submitted to the Legal and Ethics Committee. This procedure also is illustrated in Appendix 1.



## 4 Internal Analysis and Intelligence Gathering

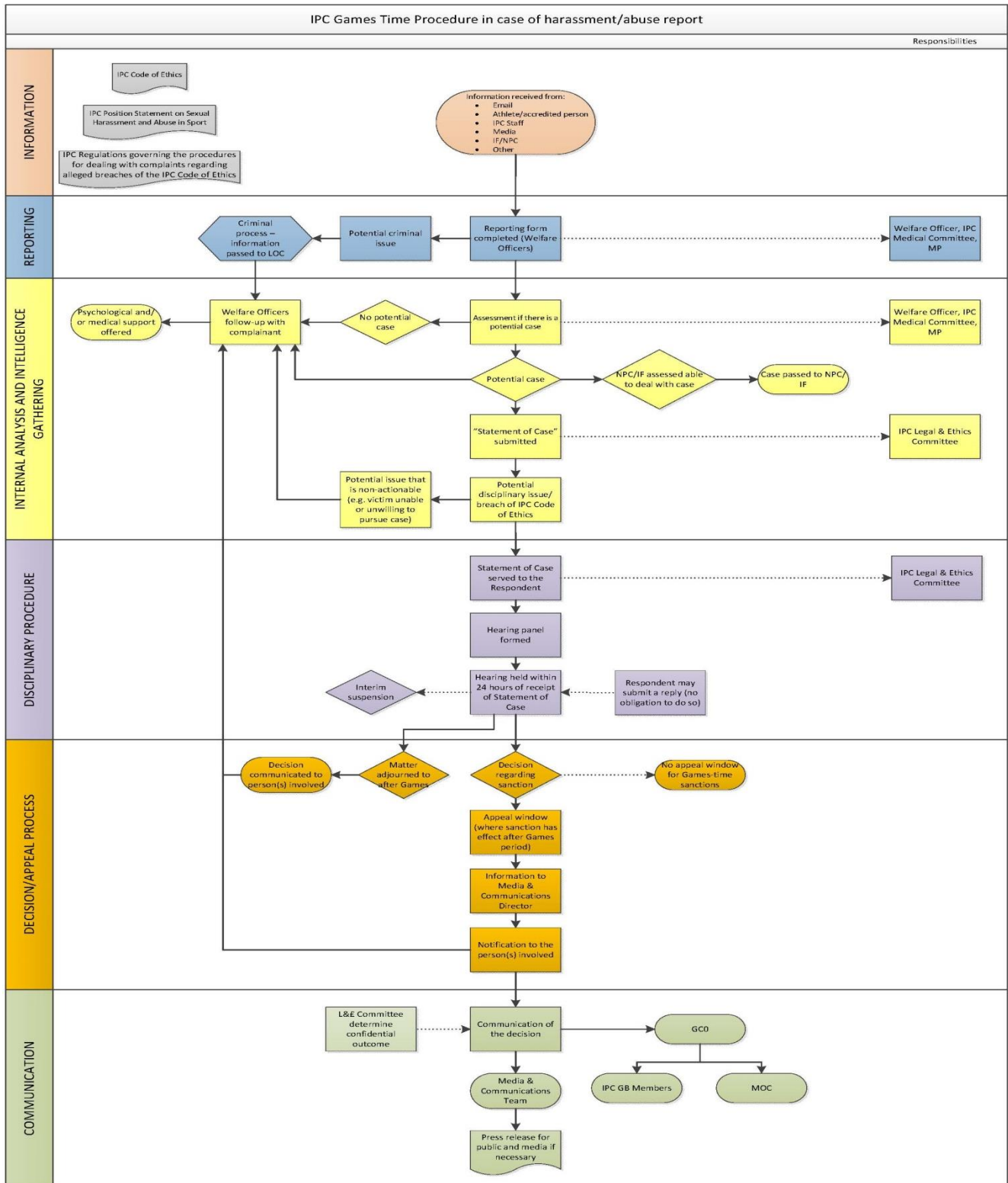
- 4.1 An assessment on the available information is conducted by the IPC Welfare Officer, designated representative of the IPC Medical Committee, and the IPC Chief of Staff against the [IPC Position Statement on Sexual Harassment and Abuse in Sport](#) to determine if a potential breach of the IPC Code of Ethics case has occurred.
- 4.2 If there is no potential breach of the IPC Code of Ethics identified, the designated representative of the IPC Medical Committee will maintain contact with the complainant to ensure that she or he receives appropriate psychological and medical support from the Event Medical Services.
- 4.3 Similarly, should the complainant be unwilling to pursue the case, the designated representative of the IPC Medical Committee will initiate follow-up with the complainant regarding the psychological and medical support available through the Event Medical Services and assist the complainant in accessing this support.
- 4.4 If a potential breach of the IPC Code of Ethics has been identified, a determination will be made about whether or not the case may be suitably handled by the complainant's National Paralympic Committee (NPC). Considerations in this decision making will include an assessment of the NPC's documented policies and procedures relating to complaints of this nature, obtaining the athlete's consent, and any involvement or conflict of interest of the NPC in the particular case.
- 4.5 If the NPC is assessed to be suitable to handle the particular case, the information will be transferred to the NPC for the purpose of being actioned. In this case, the IPC will maintain contact with the NPC to ensure that the NPC follows up with the case.
- 4.6 In cases taken forward by the IPC (i.e., where the NPC cannot suitably handle the case), the relevant IPC staff will submit a detailed "Statement of Case". This Statement then will be submitted to the IPC Legal and Ethics Committee (LEC) for further assessment against the [IPC Position Statement on Sexual Harassment and Abuse in Sport](#) to determine if there is a potential breach of the IPC Code of Ethics.

## 5 LEC Analysis – Initiation of Appendix A Procedure

- 5.1 Once submitted to the LEC, cases will be handled in accordance with the accelerated Paralympic Games procedures, which are set out in Appendix A.



# Appendix 1





## Appendix 2

# IPC REPORT FORM: GAMES TIME HARASSMENT OR ABUSE

### CONFIDENTIALITY/ANONYMITY/REQUIRED REPORTING

Before we begin, it is important that I explain to you a few things about what will happen with the information you might share with me. Our primary commitment to you is to treat this information as confidential, sharing it only with the small number of individuals who are authorised by the IPC to address these matters.

During this process, we will ensure that your identity (or any identifying information) will not be shared with third parties or in any required aggregate reporting, subject to what may be required by law or by an IPC hearing panel formed to address this matter. Naturally, you may give us permission at any time to share your identify information with third parties.

Given the nature of these matters and the information that you might share with me, the IPC may be required by law to share your identity information with law enforcement officials. This especially is likely if you are not a legal adult (i.e., you are a minor). If you are an adult by law, you may choose not to involve the criminal justice system in this matter. If, however, you do wish to involve the criminal justice system, then you likely will be required to share your identify information with law enforcement officials.

### PERSONAL DETAILS

First name: \_\_\_\_\_

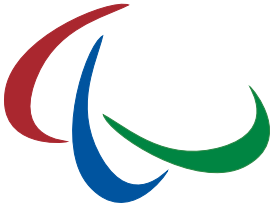
Last name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Rio 2016 Accreditation Number: \_\_\_\_\_



**TELL US ABOUT THE INDIVIDUAL OR ENTITY YOU WANT TO REPORT**

Name of individual or entity\*: \_\_\_\_\_

Nationality\*: \_\_\_\_\_

Contact information (if available): \_\_\_\_\_

\_\_\_\_\_

**TELL US ABOUT THE CASE**

**What happened?\***

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**When did it happen?\***

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**Where did it happen?\***

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**Do you think it will happen again?\***    No     Yes

**If yes, when and when do you think it will happen again?**

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**Do other people know of this offence and could have additional information about it?\***

No     Yes

**If yes, please provide details:**

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I hereby state that all information contained within this Report is true and agree that the completed Report will be submitted to the few individuals designated by the International Paralympic Committee who will assess, investigate and/or report some or all of the information contained herein.\*

Yes  No

\* Mandatory fields

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IPC Welfare Officer for the Competition:**

\_\_\_\_\_  
Name [printed]

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note. Documentation may be submitted to the IPC Medical Committee via correspondence with the IPC Medical Manager, Anne Sargent ([medical@paralympic.org](mailto:medical@paralympic.org)), or handed in at the IPC Medical Committee Offices in the Polyclinic in the Athletes Village.*