

Annex I – Complaint Form

1. Do you wish to identify yourself?

Yes No – If yes, please provide your contact details

Anonymous notifications: You are able to make this notification anonymously by sending a printed copy of this completed form, addressed to the Director, to the Prince Claus Fund office mail. If the complainant is about the Director, please address it to the Chair of the Supervisory Board.

Please note that if you do make the notification anonymously, we may be unable to fully investigate the circumstances you have reported or confirm key details if you have not provided sufficient information.

Name

Address

Phone number

E-mail address

2. Please provide a brief overview of the allegation(s). A couple of sentences that briefly describe the allegation(s). Who were the perpetrators, what was the fraudulent actions taken, and what does it relate to? (e.g., “Programme coordinator offered to select a grantee in exchange for a part of the grant”; “Awardee tried to forcedly kiss an employee)

Brief description

Date/Range

Date which you became aware of the fact

Person(s) alleged to have breached the Code and Policies

Position of suspected offender

Are there any witnesses?
If yes, please provide the
details (name, position
and title) of any witnesses
involved.

What information may
the above witness
be able to provide/
substantiate?

What is the financial
amount involved? (if
applicable)

3. Please provide a chronological account of the facts of the allegation(s). Use the following prompts to capture all the relevant information.

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- Who is involved?
 - What did they do?
 - Where was it done?
 - When was it done? Is it ongoing?
 - Why was it done?
 - How was it done?
 - Who else knows about it?
 - Actions taken to date.
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4. NOTIFICATION HISTORY

Are you aware of whether this allegation of misconduct has been notified previously?

Yes No

If yes, please advise if anyone has received this notification or has been advised of this matter:

Contact details

5. RESPONSE

Upon receipt of this notification, further information will be gathered and assessed to determine

whether there are sufficient grounds to warrant a full investigation. This will be undertaken in accordance with the Fraud and Corruption Policy and related procedures. This initial fact-gathering exercise will be confidential to the investigation team.

6. PROTECTIONS FOR REPORTING PERSONS

The Prince Claus Fund prohibits any form of retaliation against anyone participating in good faith complaints, reports, or inquiries under this policy, extending protection even if allegations are mistaken. The Fund is dedicated to supporting reporting individuals by acknowledging and addressing the risks they may face, assuring them that concerns are taken seriously, explaining that identities will be protected to the extent possible, answering questions, and providing emotional support.

The organization commits to informing individuals of investigation decisions, outcomes, and appropriate actions, while also taking necessary steps to ensure the safety of any reporting person, even in cases involving potential cost implications.

SUBMITTING THIS FORM

In submitting this form, you declare that the information you have provided is accurate and true to the best of your knowledge.

Misuse of this form to raise meritless or unwarranted claims against another employee will not be tolerated.