

# EEA-IMBB Internal Rules

In the operating procedure of the committee, which is governed by the "ALLEA code document", and includes all the activities mentioned in the website guide (e.g. information and advice to IMBB employees on the matters concerning the committee, interaction with FORTH Committees, EU Life etc) the following paragraph is added, which clarifies and defines the operational steps in the event of an incident:

1. Incident report to the committee,
2. Investigation of the matter by the committee which considers whether there is really an issue and it prepares a report about it with the data presented or that there is no issue just recording the event in its minutes as closed),
3. Notification of the report to those involved and invitation to discuss the issue / argue about it
4. Taking into account the above, the committee may seek information or advice on related issues - respecting the anonymity of those involved - from relevant committees of FORTH and EULIFE and possibly confidential opinion from other people with experience in the specific matter (Ombudsman/Ombudswoman, Legal etc.). The committee collects all of the above, and with absolute confidentiality, it presents its final report and conclusion to the Director. In case the matter concerns the Director, the committee refers to the Deputy Director.
5. Based on the data and conclusion of the report, the Director as the only responsible person in charge decides on the next actions. Further investigation, report or complaint within and/or outside IMBB are beyond the scope of the committee operation.