



Reporting form for suspected Integrity Violations

Public Entity St. Eustatius

This form is filled out by the reporter, possibly together with the confidential advisor

1. Report	
Date of Report	
Reported to	
Source of information for reporter(s) <i>(only fill in for non-anonymous reports)</i>	1. Personal observation 2. Hearsay 3. Other, namely
Details of reporter(s)	
Name	
Role	
Organizational unit	
Phone Number	
<i>For anonymous report</i>	
Reason for anonymity	



2. Content of the Report

What happened? (brief summary)	
How did the (alleged) violation occur?	
Where did the (alleged) violation occur?	
How often did the (alleged) violation occur?	
When did the (alleged) violation occur?	
Who is involved in the (alleged) violation?	



What is the function of those involved within the organization?	
Which rules of the code of conduct* seem to have been violated?	
3. Actions	
What are the wishes of the reporter? What does the reporter want to achieve?	
What actions has been taken so far and by whom?	
What agreements has been made with the reporter?	

Reporter:

Reported to:



Date:

Date:

The completed form contains confidential information, and the recipient of the reporting form must store it carefully. A copy of the completed reporting form is always provided to the reporter.

****Code of conduct Public Entity St. Eustatius (2020)***

Subjects:

▶ 1. *Expressing opinions; use of social media*

For example: you cannot post every opinion you have on the organization you work for or post pictures of people without their consent.

▶ 2. *Dealing with information; duty of confidentiality*

For example: only use information for the purpose for which it is provided. That means that you cannot provide information to anyone that is not workrelated.

▶ 3. *Separation of public and private interests*

Keep work and private matters separated as much as possible. It also has to do with the use of alcohol and drugs. Like: the use of alcohol and drugs in private time in such a way that it disrupts work.

▶ 4. *Secondary activities and incompatible duties*

Be aware of the risk of conflict of interests when you pursue secondary activities. Since 2024 it is mandatory to register secondary activities with the HR department.

▶ 5. *Use of public resources and facilities*

Excessive use of company resources for private purposes, such as (mobile) phone and company car. Or handling company materials in such a way that they get damaged or lost. It is also about using email/internet to view and/or distribute information that compromises the organization (pornography, visiting illegal sites, or downloading illegal material). Or any other forms of misuse of company resources and violations of internal rules that compromise the integrity of the organization.

▶ 6. *Gifts (favors, benefits) or promises*

This is about accepting or demanding gifts, favors or other benefits from a person who



might expect something back from you as a Civil servant. But it is also about improperly favoring employees, friends, family or party members.

► *7. Unwanted behavior like discrimination, bullying, (sexual) intimidation or aggressive behavior*

Bullying: Is defined as any form of intimidating behavior within the organization with a structural character, by one or more persons targeting a person or group of people who cannot defend themselves against this behavior.

Aggression and Violence: refers to incidents where a person is psychologically or physically harassed, threatened, or attacked under circumstances directly related to performing work

Discrimination: refers to treating a person differently from others in a similar situation based on religion, beliefs, political affiliation, physical characteristics, gender, nationality, sexual orientation, marital status, age, disability, or chronic illness.

Sexual Intimidation: is any form of verbal, non verbal , or physical behavior with a sexual connotation (something suggested by a word) that aims or results in undermining a person's dignity, especially when a threatening , hostile, offensive, humiliating, or degrading situation is created.

Closing remark:

Integrity violations are often (but not exclusively) violations of the code of conduct Public Entity St. Eustatius. The code of conduct is based on the Ambtenarenwet BES and the 'Rechtspositiebesluit ambtenaren BES'. In there you find additional regulations that apply for the civil servants of the Public Entity St. Eustatius as well.

Like for instance 'goed ambtenaarschap'. This includes forms of misconduct in private life that compromises the integrity of the organization. Furthermore, there is a by the Executive Council established Integrity policy and reporting procedure (May 2024).