# INTERNAL PROCEDURE

**PROTOCOL OF ACTION AGAINST HARASSMENT**

**PHASE 1:** Notification and counselling

**PHASE 2:** Internal complaint and research

**PHASE 3:** Resolution

**30 working days**

Witnesses

Affected person

Communicate to reference person

Advice and support

No evidence

Evidence

Closing the case

Director/Direction team

Precautionary and preventive measure

Complaint

CED management convenes

Equality Committee

Technical Commission

Investigation

Binding report

Archived

No evidence

Resolution

Evidence

Review of the complainant's personal employment situation

Corrective measure

Sanction file