



Resource Environmental  
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## **Tool 8: Sample Incident Report Form for SEA Allegations of NGO Resources Environmental Center (REC) – North Macedonia**

### **Sample Incident Report Form for SEA Allegations**

**CONFIDENTIAL:** Please restrict access to this document and keep it stored safely (e.g. using passwords or encryptions for computers and locking lock offices when unattended). Always use code names when referring to individuals involved in the case, omit information that could reveal identities (e.g. date of birth, address, phone number, description of unique physical traits) and keep information on the identity and personal details of persons involved separate from incident and related reports.

1. Details on how, when, and by whom, the allegation was received:
2. Description of alleged incident, including dates, times and locations:
3. Description of alleged or suspected survivors (e.g. name, age, gender, ethnic origin/nationality, specific needs):
4. Description of alleged or suspected perpetrators (e.g. name, age, gender, nationality, organizational affiliation/position, previous record of misconduct):
5. Actions taken by organization in response to allegations to date (e.g. referral for assistance, investigations, notification of UN/Host Government):

6. Actions taken by other organizations or entities (e.g. UN, Host Government) in response to the allegation:

7. Requested support from partners (e.g. support for SEA survivors, investigations)

<b>Report transmitted by:</b>	
Name:	Contact info (email, phone):
Title:	Date: