

HOW TO FILE A SAFEGUARDING REPORT/COMPLAINT

- Through **reporting form** available at biathlonintegrity.com/reporting-hotline-2/
- By **email/phone/post**
- Using assistance of **Athlete Safeguarding/Support Counsel**
- To the **nearest/closest Protection/Welfare/Safeguarding Officer** (if off-season)
- To the **Event Safeguarding Officer** (if during competition/event)
- Anonymously if necessary, by sharing details that will help BIU investigate better

HOW TO RECEIVE A REPORT/COMPLAINT

- **Maintain confidentiality** and share information only on 'need-to-know' basis
- Receive report **with utmost neutrality**, without any emotional/personal interference, with a clear and open mind
- **Without cross-questioning** the complainant or **providing suggestions** or **adding own information**
- Immediately **inform the concerned senior Safeguarding Officer** at the higher level
- Report directly to local statutory authorities/police, if the safety of the victim(s) is at immediate risk