

# **Jamaica Social Investment Fund (JSIF) Grievance Redress Mechanism**



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## **1. Policy Statement**

1.1. The JSIF is committed to fostering a fair, transparent and responsive environment that ensures the concerns of all employees and stakeholders are addressed promptly and impartially. To this end, we have established a Grievance Redress Mechanism. This mechanism outlines structured process for raising and resolving grievances related to company policies, practices and behaviour, thereby promoting accountability, trust and transparency.

1.2. The JSIF is committed to handling grievances in a culturally appropriate manner and will be discreet, objective, sensitive and responsive to the needs and concerns of the project-affected parties.

1.3. This GRM Policy is designed to be fair, transparent, inclusive and easily accessible to all project-affected persons, regardless of background. It ensures confidentiality, allows anonymous complaints and supports vulnerable groups, including the illiterate, persons with disabilities, women and indigenous communities like the Maroons. The GRM operates independently, aims for timely and proportionate responses and encourages stakeholder participation and continual improvement. Public reporting will maintain transparency while respecting privacy.

## **2. Purpose**

2.1. To ensure that grievances, complaints, and concerns are addressed and resolved in a fair, transparent, and easily accessible manner to achieve the goal of restoring positive relationships with affected persons/households and communities.

2.2. The JSIF's GRM will:

- Respond to the needs of beneficiaries and address and resolve their grievances.
- Serve as a conduit for soliciting inquiries, inviting suggestions, and increasing stakeholder participation.
- Serve to collect information that can be used to improve operational performance.
- Promote transparency and accountability in our operation.

- Generate public awareness about JSIF's projects and their objectives.
- Allow staff to be more accountable, transparent, and responsive to beneficiaries.
- Increase participation of project affected people in project execution and monitoring.
- Provide feedback to different levels of management on the project performance.
- Act as an early warning mechanism: GRMs can help teams catch problems before they become more serious and/or widespread.
- Deter fraud and corruption and mitigate project risks.
- Facilitate timely feedback from local communities about Contractor's performance to support the projects' commitment to continuous improvement.

### **3. Scope of Applicability**

3.1. This policy will apply to all JSIF staff, contractors, consultants and stakeholders.

3.2. The grievances addressed under this policy are:

- (a) Sexual complaints in relation to the projects
- (b) Non-sexual complaints regarding project activities; and
- (c) Land Acquisition and Resettlement (see **Annex A**).

### **4. Legal and Regulatory Framework**

4.1. The Grievance Redress Mechanism is guided by the laws of Jamaica and relevant international standards, including the Sexual Harassment (Protection and Prevention) Act, the Data Protection Act, 2021, the Protected Disclosures Act, the Staff Orders for the Public Service, the Labour Relations and Industrial Disputes Act, the Integrity Commission Act, and ILO Convention No. 190 on Violence and Harassment in the World of Work. The GRM shall be interpreted and applied in a manner consistent with these instruments and any successor legislation.

### **5. Transparency**

5.1. The JSIF will always be transparent in the administration of its GRM processes with a view to amicably resolving each issue.

5.2.. The JSIF will balance the need for transparency and confidentiality in the publication of the outcomes of grievances. Strict consultations with the aggrieved party and other applicable stakeholders will guide the level of disclosure with respect to the outcome of grievances.

5.3.The JSIF will prepare and disclose quarterly reports on the operation of the grievance procedures, detailing the number of grievances, their nature, and statistics on how they have been resolved. Again, where the results of the grievances are of interest to the local community or the wider public, consultations will be had with the aggrieved individual(s) prior to the disclosure of the outcomes. Confidential information will only be disclosed if all parties are in agreement with the disclosure.

## **6. Actions to Avoid Grievances**

6.1.The JSIF's development projects are typically implemented through the services of contractors, consultants, and community groups. These actors interact directly with the communities and could be a source of contention with other project stakeholders. The JSIF will therefore continue to exert strict management of these entities to avoid grievances. The JSIF will provide training continually for contractors, consultants and other project stakeholders with a view to increase awareness of its operational procedures and by extension reduce the risk of creating conflicts.

## **7. Key Principles of JSIF's GRM Process**

7.1.JSIF will use multiple strategies to increase access to and awareness of the Grievance Redress Mechanism (GRM). These include publishing the GRM Policy on the website and intranet, discussing it during stakeholder consultations, project meetings and training session and including it in key environmental and social frameworks. Additionally, information will be shared via social media, local radio, community posters and through other agencies.

## **8. Types of GRM Complaints**

8.1.Considering the types of complaints the JSIF anticipates to receive, grievances are categorized into seven (7) broad groups, namely:

(a) comments, suggestions, or queries;

- (b) complaints concerning project performance;
- (c) complaints concerning violations of law and/or corruption;
- (d) complaints against project staff or community members involved in project management including GBV, SEA, and SH;
- (e) complaints relating to land acquisition and resettlement issues;
- (f) positive feedback
- (g) other.

8.2. Grievances will be prioritized based on the urgency and severity of potential impacts. Issues that are considered urgent and may result in significant impacts will be treated as top priority as opposed to grievances of less significance and urgency.

## **9. Assessments and Neutrality**

9.1. The JSIF will assess and investigate all grievances to determine their merit. We will verify if the grievance is directly or indirectly related to our project using objective and clearly defined criteria. Once the grievance is determined to be project related, the JSIF team will perform the necessary investigation. This investigation will look at the source(s) of the grievance, the actual or potential impact, long term implications including financial impacts, and the possible solution or mitigation measures. If deemed necessary, the JSIF will perform a deeper risk assessment. In performing the investigations, the JSIF will consult with the necessary stakeholders to thoroughly ventilate the matter. The JSIF will record the minutes of all meetings and input the information in the grievance registry. The JSIF will ensure that the GRM Team is neutral and does not have any stake or conflict of interest in the outcome of the investigation. The GRM shall be implemented in accordance with applicable accessibility standards and shall provide reasonable literacy support and assistance to ensure that all complainants are able to understand and effectively access the grievance process.

## **10. GRM General Process**

## STEP 1 RECEIVE AND REGISTER COMPLAINTS

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- 10.1. Complaints made through any of the following:
- (a) web-based system “Beneficiary Grievance Feedback Tool”
  - (b) Direct complaints to JSIF officers assigned to sub-projects.
  - (c) Direct complaints to supervisors or consultants.
  - (d) Email to ([feedback@jsif.org](mailto:feedback@jsif.org))
  - (e) Calling JSIF telephone lines (876-968-4545)
  - (f) Verbal narration from walk-in complaints at the JSIF office
  - (g) Findings of funding agencies’ missions
  - (h) Representatives of line ministries and other government agencies
  - (i) Suggestion box

- 10.2. Populate Grievance Log (**Appendix 1**) at JSIF office and at each applicable project site. The Project Manager and/or GRM Team should be informed immediately of each complaint. Where complaints are logged at the JSIF office, a member of the GRM Team shall receive the complaint and log the same. Once the grievance is logged, the complainant will be asked to complete a Complainant form (**Appendix 2**)

## STEP 2 ACKNOWLEDGE, SCREEN AND ASSIGN GRM STAFF IN CONSULTATION WITH OTHERS

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1. Acknowledge receipt from the complainant within 3 days by completing and providing the Grievance Acknowledgement Form (**See Appendix 4**) to the Complainant if contact information was provided and consent given.
2. Screen for eligibility.
3. Assign to the GRM team

- 10.3. Once a complaint that is not related to sexual exploitation and abuse and sexual harassment (SEA/SH) is filed by a complainant, the grievance will be registered by the GRM Team into the Non-SEA/SH Grievance Registry (**Appendix 3**), the GRM team will have full access to register complainants’ grievances in the registry, including uploading of documents and updating of progress towards resolution. A separate system will be setup for grievances related to SEA/SH and GBV and will be

handled by a single designated individual, preferably a SEA/SH specialist. Once a grievance is logged in the registry, the GRM team will be notified via email, with a view to trigger the verification and investigation process.

### **STEP 3 ASSESS COMPLAINT, PLAN AND PROPOSE RESPONSE**

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10.4. Having confirmed eligibility of the grievance, the GRM Team will get further details as to the project, nature of activities, category of grievance and parties involved as well and determine whether the complaint is urgent or sensitive, eg. Gender based violence. In acknowledging the grievance, the JSIF will outline the following to the aggrieved; (i) the grievance process; (ii) name and contact details for the person handling the grievance; and (iii) potential timeline for resolving the grievance. The JSIF will provide the complainants with **fortnightly updates** on the status of their grievances. These updates will be recorded in the GRM Registry. Depending on the type of grievance and the significance, the JSIF will share the timetable for updates with the necessary stakeholders.

### **STEP 4 VERIFICATION AND INVESTIGATION**

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- 10.5. Review the information collected for completeness and clarity.
- 10.6. Request additional or supporting documents if necessary.
- 10.7. Confirm key factors with the complainant if necessary.
- 10.8. Conduct investigation by looking at the sources of the grievance and the possible solution or mitigation measures. If deemed necessary, the JSIF will perform a deeper risk assessment. In performing the investigations, the JSIF will consult with the

necessary stakeholders to thoroughly ventilate the matter. The JSIF will record the minutes of all meetings and input the information in the grievance registry

## **STEP 5 RESOLUTION**

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- 10.9. . Depending on the nature and severity of the determined grievance, the JSIF will seek to resolve the issue immediately. However, under normal circumstances, the timeline for resolving grievances is between one to four (1-4) weeks from the date of receipt.
- 10.10. Where complaints warrant urgent action, the GRM Team will act accordingly. The process for resolving a grievance is as follows:
- a. The JSIF's grievance redress team will meet with the aggrieved individual(s) and any supporting partner with a view to resolve the grievance through JSIF's internal mechanism.
  - b. Grievances that are simple and straightforward such as queries, comments, and suggestions will be resolved quickly by contacting the complainant, preferably **within one day or two days**. Once there is a consensus on the resolution, both JSIF and the aggrieved party will establish an agreement (**See Appendix 5**) stating verbally or in writing that the matter has been settled. In cases where the agreed course of action is to implement specific measures to resolve an issue, the matter will only be considered closed after the complainant assessed and verified that the actions are satisfactorily executed. This agreement will be updated or uploaded to the GRM Registry in SharePoint. Resolution of this nature will be regarded as **“first level resolution”**.
  - c. Where both parties are unable to agree on a resolution, the parties may agree to engage an independent third party to find common ground. Again, if a consensus is reached, both parties will establish an agreement which will be uploaded to the GRM registry in SharePoint. This type of resolution is called **“second level resolution”**.
  - d. In situations where the above process failed, the next step is to try to resolve the matter through alternate dispute resolution. Once the matter is resolved, the

agreement (See **Appendix 5**) will be uploaded to the GRM registry. This type of resolution is called “**third level resolution**”.

- e. Where the alternate dispute resolution is unsuccessful, either party can take the matter to the full court where a judge will decide on the way forward. The court’s decision will be final in this process. The minutes of the court procedures including the final decision will be uploaded to the GRM registry. This type of resolution is called “**fourth level resolution**”.
- f. In all cases, a “results of grievance redress” form (**Appendix 5**) will be sent to the complainant for his/her signature, indicating acceptance/rejection [of the solution] to the specified grievance. The signed document will be uploaded to the GRM Registry.

## **STEP 6 MONITORING AND EVALUATION**

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- 10.11. The JSIF recognized that monitoring and evaluation (M&E) are critical elements for maintaining a successful GRM. Therefore, we will continually track grievances and assess the extent to which progress is being made to have them resolved. Senior management and JSIF’s Board of Directors, as well as applicable external entities form part of the GRM monitoring system.
- 10.12. The Monitoring and Evaluation (M&E) Department will assist in monitoring and analyzing the GRM key performance indicators (KPIs). The following are some of the GRM KPIs that the JSIF will track as part of our projects’ results frameworks:
  - Number of complaints/grievances registered.
  - Number and percentage of grievances/complaints that have been resolved.
  - Percentage of grievances redressed within stipulated time period.
  - Number and percentage of complaints that have gone to alternate dispute resolution.
  - Number and percentage of complaints that have not reached agreement.
  - Time required to resolve complaints (disaggregated by different types of grievances).

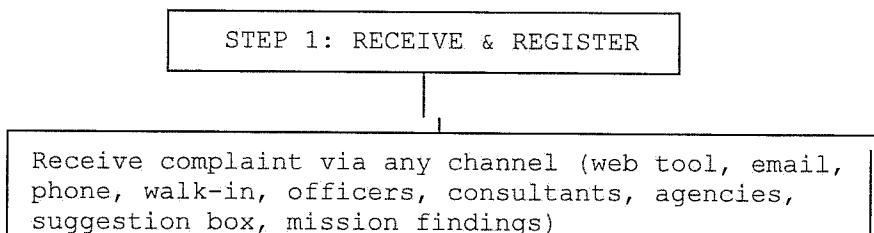
- Percentage of complainants satisfied with response and grievance redress process.
  - Type of grievance.
- 10.13. The JSIF will analyze or evaluate grievance data and use it to make policy decisions and/or institute changes to minimize similar grievances in the future. Therefore, reports on grievances data and trends will be submitted **quarterly** to project funders. GRM reports will be submitted to the JSIF Senior Management Team and disclosed on JSIF's website **quarterly**.

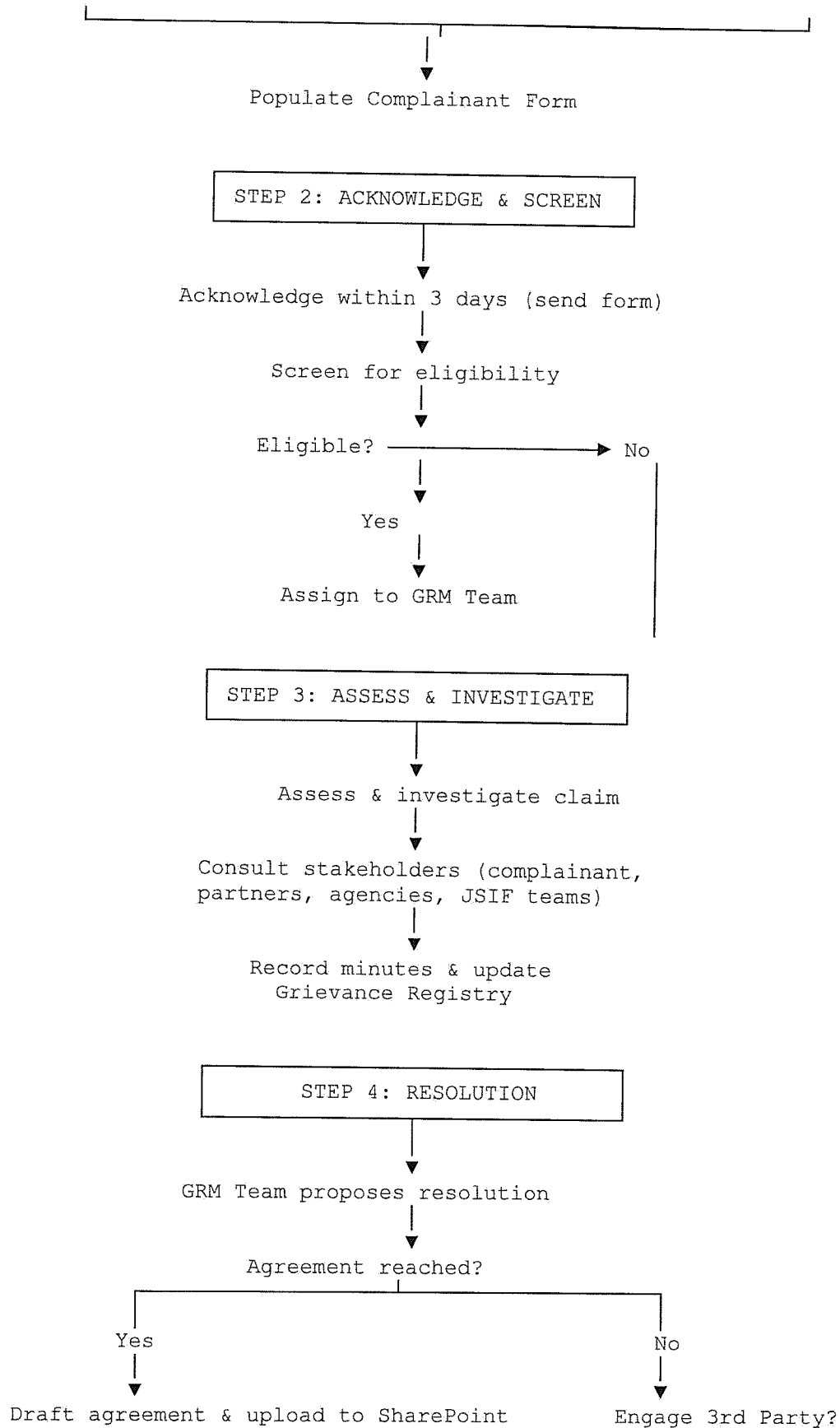
## **STEP 7 PROVISION OF FEEDBACK**

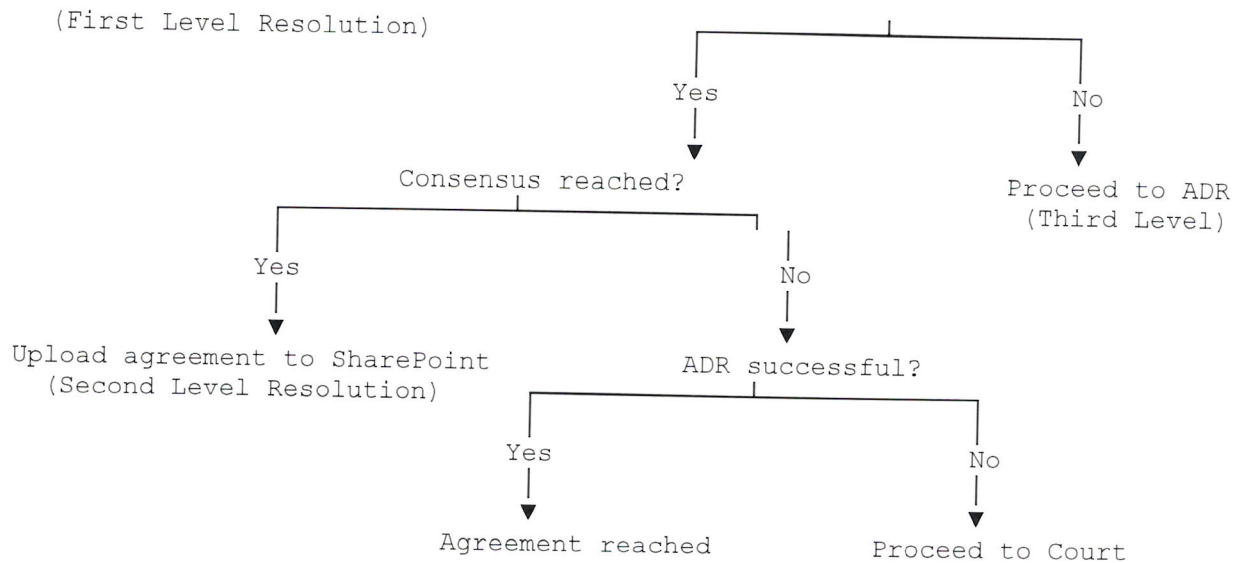
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10.14. Understanding the importance of communication in building trust, the JSIF will regularly update complainants and other relevant parties about the results of investigations and the actions taken. This will be done with a view to increase awareness of the GRM and to motivate stakeholders to report complaints. The JSIF will make the necessary effort to provide feedback by either contacting the complainants directly (if his or her identity is known) and/or posting the results in the community and on its website where applicable and not in breach of confidentiality. Where necessary, feedback or results of grievances may also be conveyed through radio broadcasts and social media. The system will be designed to allow stakeholders to provide feedback to JSIF on the functionality of the GRM and to make recommendations for improvement. This will include a suggestion on the website and the Feedback section on the Results of Grievance Redress Form (**Appendix 5**)

## **General GRM Process Flowchart**







## Special Handling of Sexual Exploitation and Sexual Abuse and Sexual Harassment (SEA/SH) Complaints

### 11. Special Handling of Sexual Exploitation and Sexual Abuse and Sexual Harassment (SEA/SH) Complaints

11.1. The specific nature of gender-based violence (GBV) and sexual exploitation and abuse and harassment (SEA/SH) requires tailored measures for the reporting, safe and ethical handling of such allegations. Individuals from the GRM Team will be specially trained for dealing with such issues should they arise.

### 12. Specialized SEA/SH Complaint Process

#### STEP 1 RECEIVE AND REGISTER COMPLAINTS

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12.1. Complaints may be made via the general channels or directly to a Safeguard Specialist who is a part of the GRM Team. The Safeguard Specialist with the consent of the Complainant, will complete a SEA/SH Complainant Form (**Appendix 6**). The form will be logged in a confidential Grievance Registry (**See Appendix 7**). The

consent of the Complainant must be documented using a Consent Form. (See **Appendix 8**).

## **STEP 2 ACKNOWLEDGE AND SCREEN**

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12.2. Acknowledge receipt of the complaint. Safeguard Specialist must verify the incident to confirm that it is project related and complete the SEA/SH Complaint Verification Form (**See Appendix 9**). Reports of sexual harassment in the workplace shall be managed with the Sexual Harassment Workplace Police, while complaints relating to sexual exploitation, sexual abuse and sexual harassment, involving project beneficiaries, community members, contractors or other stakeholders shall be addressed under this Grievance Redress Mechanism; upon receipt of a complaint, an initial screening shall be conducted to determine the appropriate policy framework under which the matter is to proceed.

## **STEP 3 ASSESS COMPLAINT, INVESTIGATE, PLAN AND PROPOSE RESPONSE**

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- 12.3. Safeguard Specialist to report anonymized incident as soon as it becomes known to the Project Manager who will in turn inform the funder's Task Leader. No specific details or personal data is to be shared.
- 12.4. Conduct investigation in confidential manner and with care.
13. . The committee reports the incident to the perpetrator's employers and/or the JCF with the complainant's consent to implement the remedy/disciplinary action in accordance with national legislation and other relevant contract documents.
14. For SEA/SH incidents where the survivor did not consent to an investigation, the appropriate steps will be taken to ensure the survivor is referred to/made aware of available services and that the project mitigation measures are reviewed to determine if they remain adequate and appropriate or if they require strengthening.
15. If the survivor is interested in seeking redress and wishes to submit an official complaint with the employer, or with local law enforcement entities, the JSIF Safeguards Specialist will provide links to the relevant institutions. The JSIF will ensure that everyone

understands that due legal process is up to the police and the courts, and not the SEA/SH verification committee. Unlike other types of issues, the JSIF Safeguards Specialist will not conduct investigations, make any announcements, or judge the veracity of a SEA/SH allegation.

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## **16. Independent Grievance Monitoring and Oversight**

16.1. Whilst the JSIF's grievance redress team will be directly responsible for implementing the activities to ensure that grievances are resolved, the Internal Audit Department (IAD) led by the Chief Internal Auditor, will provide independent assessment of the process. These reports are submitted to the Board through the Audit Committee. As part of this assessment, the IAD will monitor grievance resolution data and grievance trends in their progress review meetings and may call complainants from different areas and groups to get feedback on whether the GRM is functioning effectively.

## **17. The Grievance Redress Team**

17.1. The Grievance Redress Team will be selected based on competence and experience. Typically, members must receive training in environmental and social safeguards standards. At minimum, the grievance redress team will comprise of the Legal department, a Social Officer (SO), Project Officer (PO), a programme officer, and an Environmental Officer (EO). The project managers will serve as ex officio members and will only be involved in the process if the grievance is related to his/her project. The Legal Officer (LO) will provide legal guidance throughout the process of resolving grievances; and where necessary, approve documents.

## **18. Responsibility and Resources**

18.1. The JSIF GRM Team under the leadership of the Legal Department or designate will be responsible for the operation of this GRM. Responsibilities include maintaining the grievance redress process, including the procedures, registration

complaints, outreach and external communications; tracking performance and reporting. Resources to support the operational cost of the GRM will come from all active project portfolios within the JSIF. The GRM Team will meet quarterly to review the grievance database/log and prepare a report for publication on the JSIF website.

## **19. Documentation Management**

19.1. The JSIF will keep documented information of all the procedures followed throughout the GRM process. The GRM Team will continue to update and sustain a suitable system (including the uploading of all documents to SharePoint) for ensuring maintenance of proper documentation at all relevant stages in the process. The system will include a complaint form, minutes of any meetings held by the GRM Team or other body and signed agreement to the result of any grievance redressed. Where applicable, the JSIF will use technology e.g. GPS coordinates to track the physical location of the sources of the grievances so that grievance patterns can be analyzed spatially, to help identify particular problems and solutions.

## **20. Policy Review**

20.1. This Policy shall be reviewed by JSIFLegal every three (3) years and referred to the Senior Management Team and Board of Directors for approval.

## **21. Data Privacy**

21.1. All grievances submitted through the Grievance Redress Mechanism will be handled with strict confidentiality and in accordance with JSIF's Enterprise Data Privacy Policy. Personal information collected during the grievance process will be used solely for resolution purposes and will not be shared with unauthorized parties. The JSIF is committed to protecting the privacy and security of all complainants, ensuring compliance with relevant data protection laws. Anonymous reporting options are available, and all records will be securely stored and accessed only by authorized personnel.

## 22. Version Control




### Key Information

Title	Grievance Redress Mechanism
Prepared By	
Reviewed By	JSIFLegal
Owner	
Approved By	Board of Directors
Approval Date	
Version Number	V1.0
Review Frequency	Every three (3) years
Next Review Date	

### Revision History

Version	Date	Summary Changes	Initials	Changes Marked

**Approvals:** This document requires the following signed approvals.

Name/Title	Version	Signature	Date
Board of Directors (Chair)	V1.0		24/02/2020
Corporate Governance and Ethics Committee (Chair)			24/02/2020
Managing Director			24/02/2020

**Distribution:** This document has been distributed to

Name	Title/Division	Date of Issue	Version
All Staff	Website and Intranet		

### Linked Policies/Documents

Enterprise Data Privacy Policy
Sexual Harassment Workplace Policy
Protected Disclosure Guidelines

Office/Project Name:	Logged By:
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**APPENDIX I: Grievance Log**

Jamaica Social Investment Fund (JSIF)  
Grievance Redress Mechanism

**Grievance Log**

No.	Complainant Name	Alias	Complaint Date	Staff Signature	Complainant's Signature	Complainant's contact information
1						
2						
3						
4						
5						

**APPENDIX 2: Complaint Form**

Jamaica Social Investment Fund (JSIF)  
Grievance Redress Mechanism

**Complaint Form**

**(To be completed by Complainant if possible)**

COMPLAINANT INFORMATION	
Name:	
Address:	
Telephone:	
Email Address:	
GRIEVANCE/COMPLAINT INFORMATION	

Complaint Date:	
Complaint Location:	
Complaint Details:	
What is the suspected cause of the problem?	
What should be done to avoid a repeat of the problem?	
Name of person completing the form:	
Signature of person completing the form:	
Date:	

### APPENDIX 3: Grievance Registry (for non-SEA/SH Complaints)

#### Jamaica Social Investment Fund (JSIF) Grievance Redress Mechanism

#### Non-SEA/SH Grievance Registry

Case no.	Date Claim Received	Name of Person Receiving Complaint	Where/how the complaint was received	Name & contact details of complainant (if known)	Content of the claim (include all grievances, suggestions, inquiries)	Was Receipt of Complaint Acknowledged to the Complainant? (Y/N – if yes, include date, method of communication & by whom)	Expected Decision Date	Decision Outcome (include names of participants and date of decision)	Was Decision communicated to complainant? Y/N If yes, state when, by whom and via what method of communication	Was the complainant satisfied with the decision? Y/N State the decision. If no, explain why and if known, will pursue appeals procedure	Any follow up action (and by whom, and by what date?)
Type of complaint <b>Drop Down Options</b>	Level of redress Drop Down Options 1. First 2. Second 3. Third	Name of Grievance Handling Officer									

**APPENDIX 4: Grievance Acknowledgement Form**

Jamaica Social Investment Fund (JSIF)  
Grievance Redress Mechanism

**Grievance Acknowledgement Form**

Dear (NAME):

The Grievance Redress Mechanism Team (GRMT) is responding regarding your complaint received on \_\_\_\_\_ relating to the

\_\_\_\_\_ Project. The GRMT *will begin/not be* [delete as appropriate] investigating this grievance, as the GRMT is of the view that *it may be/that it is not in this case* responsible for the grievance.

*[If the PIU is going to investigate the case further, please give summary details of the next steps that will be taken to conduct the investigation]. The person handling the grievance is John Brown which can be contacted at 876-999-0000. We anticipate that the issue will be resolved by July 1, 2023.*

Please do not hesitate to contact any of the following persons: ADD CONTACT DETAILS

Best regards,

Name:

Date:

**APPENDIX 5: Results of Grievance Redress**

Jamaica Social Investment Fund (JSIF)  
Grievance Redress Mechanism

**Results of Grievance Redress Form**

1. Complaint No.:

2. Name of Complainant:

3. Date of Complaint:

4. Summary of the Complaint:

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.....  
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.....  
.....  
.....  
.....

5. Summary of Resolution:

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....

6. Level of Redress (please tick where applicable)

First                       Second                       Third

7. Date of grievance redress (dd/mm/yyyy): \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Signature of the Complainant, indicating acceptance/rejection [of the solution] to his/her grievance:  
\_\_\_\_\_

Name of Grievance Handling Officer: \_\_\_\_\_

Signature of Grievance Handling Officer: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

**APPENDIX 6: SEA/SH Complaint Form**

Jamaica Social Investment Fund (JSIF)

Grievance Redress Mechanism

**SEA/SH Complaint Form**

CONFIDENTIAL Complainants Form DO NOT FILL IN IF OF SEA/SH SURVIVOR DOES NOT CONSENT	
Complaint Number:	
What project or programme are you complaining about?	
COMPLAINT DETAILS	
Today's Date:	
Parish	
Sex of the Complainant:	
Complaint Age:	
Please tell us about your complaint so that the necessary GRM can be activated. Please include as much information as possible.	
Personal Details <b>(Optional)</b> . <b>Please note that you have the right to remain anonymous and not provide personal details.</b>	
Name of person completing the form:	
Signature of person completing the form:	
Date:	

**APPENDIX 7: SEA/SH Grievance Log**

Jamaica Social Investment Fund (JSIF)

Grievance Redress Mechanism

**SEA/SH Complaint Data**

CONFIDENTIAL Complainants Data	
ONLY THE FOLLOWING DATA IS TO BE COLLECTED FROM THE COMPLAINANT. THE INFORMATION SHOULD BE FILES IN A CONFIDENTIAL PLACE OR DATA PLACE WHICH IS PASSWORD PROTECTED. ONLY THE DESIGNATED SPECIALIST SHOULD HAVE ACCESS.	
Complaint Number:	
Today's Date:	
COMPLAINT DATA	
Sex of the Complainant:	
Complaint Age:	
Type/Details of Incident (as reported in complainant own words):	
Location/Place where incident occurred:	
Date and time of Incident:	
Is the alleged perpetrator employed by the project (Y/N)?	
Is the SEA/SH survivor referred to service?	
What is the need of the survivor/ what does the survivor wants regarding the reported incident?	
NOTIFICATION AND CLOSURE	
Date Project Funder Notified:	
Date of Incident Closure:	
SEA/SH Specialist Name:	