



ICMG Executive Committee - RESOLUTION of December 9, 2023

proposed by the ICMG Ethics and Juridical Commission

ATTACHED 1 to the ICMG ETHICS CODE (Bye-law 1) and to the RULES OF PROCEDURE GOVERNING CASES OF POSSIBLE BREACH OF ETHICAL PRINCIPLES (Bye-law 2)

"INSTRUCTIONS FOR NOTIFICATIONS AND COMMUNICATIONS"

In recalling the provisions of the ICMG Ethics Code and the Rules of Procedure Governing Cases of Possible Breach of Ethical Principles, and in particular:

- *Paragraph IX. REPORTING, Article 17 of the Bye-law 1*

ICMG, Members, Affiliates and External entities, shall inform the ICMG President of the Ethics and Juridical Commission, in the strictest confidentiality and by using the appropriate mechanisms provided by the Rules of procedure (Bye-law 2) of any information related to a violation of the ICMG Code of Ethics, so that the ICMG Ethics Commission can analyze the case and take the pertinent recommendations to be forwarded to the ICMG Executive Committee. Any disclosure of information must not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organization.

- *Paragraph III. Notification and Communications, Article 4 of the Bye-law 2*

The Ethics Commission has the power to review any complaint filed against a member or affiliate, whether filed by another member or other affiliate under this Code.

The Ethics Commission is competent to act in the cases of complaints presented by the members and affiliates on the subjects provided by the ICMG Ethics Code. It deals with the receipt, examination and evaluation of complaints and formulates recommendations to the ICMG Executive Committee.

All complaints must be brought, in the strictest confidence, to the attention of the President of the Ethics and Juridical Commission by certified mail. They can also be sent by courier or delivered by hand at the Office of the ICMG headquarters, provided they are in a sealed envelope and in a form that allows proof of receipt (see the "Instructions for notifications and communications").

A complainant must sign the complaint. The action cannot be brought on the basis of anonymous complaints.

When deemed necessary and provided it is duly justified, after the request of a complainant the Ethics Commission may take appropriate measures to protect the identity of the person/s submitting the complaint.

The complaint must be detailed. A vague and indeterminate suspicion is therefore not sufficient to be considered as a prerequisite for complaint, but specific and determinable elements are needed.

- *Paragraph IV. Case Management, Article 5, 12.1 of the Bye-law 2*

ICMG Executive Committee, for the entire four-year period or for each year, determines the extent of the fee for access to the procedures of this Code.

following here the "Instruction" to process a Submission of a Complaint.

**SUBMISSION OF A COMPLAINT to the Ethics
and Juridical Commission for possible breaches
of the ICMG Ethics Code**

Each Complainant (the legal representative in case of Organization) must submit the complaint to the:

ICMG President of the Ethics and Juridical Commission

The complaint must be signed, in writing, and

- 1) emailed* by electronic mail with acknowledgement of receipt
to : ethics.president@cijm.org.gr

*In this case, the Complaint and any Attachments in the same single pdf file must be attached. The proof of payment of the fee in a single and separate pdf file.

OR

- 2) delivered via courier* or by hand* in a form that allows proof of receipt at the Office of the ICMG headquarters, to the following address:

INTERNATIONAL COMMITTEE OF MEDITERRANEAN GAMES
President of the Ethics and Juridical Commission
Athens Olympic Sport Complex
Spirou Loui Ave. - Aquatic Center
Marousi - Athens - Greece -15123

*In this case, a personal contact, the Complaint and any Attachments, the proof of payment of the fee, must be contained in an sealed envelope clearly marked: ICMG ETHICS CASE.

The identity of the complainant must not be indicated on the envelope.
All pages of the Complaint and the Attachments must be signed by the complainant.
The envelope thus arrived via courier or presented by hand to the ICMG Office will be delivered intact and unopened to the President of the Ethics and Juridical Commission.

> In both cases 1) and 2) the proof of payment of the fee established in Euro 5.000,00# for access to the procedures of the Ethics Code – with payment justification: “Ethics Case/Submission of a Complaint”- must also be provided together with the complaint. This amount will be paid in Euros by wire transfer to the account held in the name of the ICMG (International Committee of the Mediterranean Games) at the Bank:

NATIONAL BANK OF GREECE SA
IBAN: GR4801101790000017948005917
SWIFT/BIC Code: ETHNGRAA

> Failure and/or incorrect payment of the fee is a ground for rejection of the complaint.

COMPLAINANT'S AFFIRMATION & SIGNATURE

(mandatory formula)

The complainant must write and sign the following mandatory formula at the end of the complaint:

"I affirm that the statements/information within this complaint are correct and truthful to the best of my knowledge.

I declare that I recognize the authority of the ICMG Ethics Commission to which I address this complaint and that I unconditionally accept the Charter and Regulations of ICMG".

> The absence of this formula is a ground for rejection of the complaint.

Anonymous complaints in any way received (by email, courier or by hand), in which the complainant is not identified, are not permitted and will be rejected.

It is highlighted that the principle of confidentiality shall be strictly respected by the Members of the ICMG Ethics Commission in the implementation of the Code, and that when deemed necessary and provided it is duly justified, after the request of a complainant, the Ethics Commission may take appropriate measures to protect the identity of the person/s submitting the complaint.

HANDLING OF PERSONAL DATA

The complainant (or its the legal representative in case of an Organization) will have to communicate his/her personal data in order to be identified without doubts about his/her identity, and can also freely decide to attach a copy of his/her passport.

However, in case of doubt or when deemed necessary, the Ethics Commission reserves the right to ask for the mandatory presentation of the valid identification document (passport) of the Complainant or legal representative in case of an Organisation.

The complainant, in submitting and signing the complaint, acknowledges and authorizes that the personal data provided will be processed by the Ethics Commission exclusively for the relevant purpose of the procedures, in the ways and within the limits necessary for it carrying out its functions under the ICMG Charter and the ICMG Ethics Code.

COMPLAINT DOCUMENTATION

The Complaint must include a detailed written description of the factual allegations supporting the ethics complaint and an explanation of how the allegations set forth in the complaint may constitute a violation of the Code.

Summarize in a written attachment the facts on which this complaint is based and enclose copies of all materials and other evidence that corroborate and support the allegations.

Not mandatory:

A copy of the complaint and any attachments* may be provided by the complainant if he/she so chooses to the individual or organization against whom the complaint is filed.

*However, the complainant is obliged to write and highlight in the text of the complaint if he/she has decided to send a copy of the complaint to the respondent.

PARTICIPANTS IN ETHICS CASES

It should be noted that the following categories of persons can be identified in ethics cases:

- 1) *Complainant*: An individual or organization initiating an ethics complaint.
- 2) *Respondent*: An individual or organization who is the subject of an ethics complaint or investigation.
- 3) *Witness*: An individual who provides written testimony in connection with an ethics complaint.