



Beirut Film Society  
مجتمع بيروت السينمائي

+961 70 169 129  
+961 79 169 129  
beirutfilmsociety@gmail.com

Decree Number 2682

## Confidentiality Reminder Note for Investigations BEIRUT FILM SOCIETY

### Confidentiality Reminder for Investigations

If you are asked to provide assistance in an investigation of allegations of sexual exploitation or abuse involving personnel that is currently being undertaken: You may be interviewed, asked to provide documents, computer files and other records, or asked to assist in some other way. Internal investigations are a key part of BEIRUT FILM SOCIETY'S commitment to preventing and responding to sexual exploitation and abuse.

As a participant in an investigation, there are certain points you need to know:

1. **Co-operate.** You are encouraged to cooperate with the investigations and respond to all questions and requests from investigators honestly and fully.
2. **Keep it confidential.** You must keep confidential the fact that an investigation is underway and anything discussed with you as part of the investigation.
3. **No retaliation.** Our organization does not tolerate any type or threat of retaliation against anyone who reports a violation or cooperates in an investigation.
4. **Don't play detective.** Do not try to carry out your own inquiries or exhort witnesses as this may disrupt the ongoing investigation.
5. **No obstruction.** Never attempt to interfere with or obstruct an investigation.

Your compliance with these requirements is imperative. Violations can potentially result in severe discipline up to and including discharge and referral to criminal charges.

Thank you very much for assisting BEIRUT FILM SOCIETY with its investigation. If you learn or remember anything else that might be relevant to the investigation, or if you have any questions please contact us.

Name:

Email:

Phone:

Mobile:



BEIRUT  
INTERNATIONAL  
WOMEN FILM  
FESTIVAL

