

## Serious Incident Reporting Policy

The purpose of this policy is to ensure that all serious incidents are reported promptly and transparently to the relevant authorities, such as the Charity Commission, and to outline the procedures for managing and mitigating such incidents to protect the interests of the Women's Engineering Society (WES), its members, beneficiaries, and stakeholders.

### Scope

This policy applies to all members, directors, employees, volunteers, and any other individuals or entities involved in the activities of WES.

### Definition of a Serious Incident

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant harm to WES's beneficiaries, staff, volunteers, or others who come into contact with the society through its work. It also includes significant financial loss, damage to property, or harm to WES's reputation. Examples include:

- Harm to beneficiaries or staff
- Financial crimes (e.g., fraud, theft). **Please refer to the WES Financial Controls Policy**
- Significant financial loss
- Damage to property
- Reputational harm

### Responsibility to report

The responsibility for reporting serious incidents rests with the trustees of WES, although it may be delegated to other individuals within the organisation. All members, directors, employees, volunteers, and any other individuals or entities involved in the activities of WES must promptly report any serious incidents to the designated reporting officer or the Board of Directors.

## Reporting procedures

1. **Immediate action:** Upon identifying a serious incident, the Member must take immediate action to ensure the safety and well-being of all affected individuals.
2. **Internal reporting:** The incident must be reported internally to the designated reporting officer or the Board of Directors within 24 hours.
3. **Documentation:** All relevant details of the incident must be documented, including the nature of the incident, the individuals involved, and any actions taken.
4. **External reporting:** The Board shall assess the incident and report it to the Charity Commission and other relevant authorities as required by law, within the stipulated time frame.

## Follow-up actions

1. **Investigation:** An internal investigation will be conducted by a suitably qualified individual or panel independent of the incident, to determine the cause and impact of the incident.
2. **Evidence gathering:** Investigators will gather relevant facts and documentation and may conduct interviews with those involved.
3. **Corrective measures:** Appropriate corrective measures will be implemented to prevent recurrence of the incident.
4. **Whistleblowing and Staff Protections:** WES is committed to creating a safe environment where individuals can raise concerns without fear of retaliation.
  - a. **Whistleblowing Policy:** Serious incidents can be reported confidentially under WES's Whistleblowing Policy
  - b. **Protection against retaliation:** Individuals who report incidents in good faith will not face disciplinary action or disadvantage
  - c. **Support channels:** Staff can access independent support and advice where necessary
5. **Communication:** Findings and decisions will be clearly recorded and shared with the Board of Trustees and other stakeholders as appropriate.
6. **Monitoring and review:** WES is dedicated to organisational learning and resilience following any serious incident:

a. **Root Cause Analysis**

Incidents will be reviewed to identify underlying causes or systemic issues.

b. **Action Plans**

Measures will be implemented to reduce future risk and prevent recurrence.

c. **Sharing Lessons**

Findings and improvements will be shared across the organisation to foster best practice.

## Compliance and enforcement

Failure to comply with this policy may result in disciplinary action, including removal from a position within WES, as deemed appropriate by the Board of Directors.

## Audit record

This document is reviewed every year or as needed in response to internal or external triggers to ensure it remains current and aligned with any changes in laws, regulations, or company policies.

<b>Role</b>	<b>Name</b>	<b>Date</b>
<b>Reviewer</b>	Alysha Ratansi, Trustee	18-07-25
<b>Agreed by</b>	Board of Trustees	02-09-25
<b>Approved by</b>	Board of Trustees	02-09-25
<b>Next Review</b>	Apr 26	