

Policy Number: OS08

Policy Area: **Organisational Standards and Integrity**

Policy Title: **Incident Management Policy**



Related Documents: OS06 GMP Code of Conduct
OS08.1 Incident Report Form

Incident Management

GMP will record and review all significant incidents and put in place appropriate remedial action and ensure that our practice is constantly improved.

Scope

Incidents involve GMP personnel; partners or project beneficiaries in GMP supported activities.

Incidents include but are not limited to accidents, near misses, breaches of the code of conduct, instances of child abuse or neglect, sexual exploitation, abuse or harassment, instances of fraud and corruption or support for or participation in terrorism.

1. Incidents will be recorded on an *Incident Report Form (OS08.1)*.
2. A register of incidents will be kept by the Executive Officer.
3. The incident register will be reviewed by the Risk and Finance Committee at each of its meetings. The committee will put in place appropriate remedial action and recommend improvements in practice to the board.
4. Incidents which GMP expects partners to report on will be included in the Partnership Agreement.