

Policy Number:	OS08
Area:	Organisational Integrity
Policy Title:	Incident Management Policy V2
Related GMP document:	OS06 GMP Code of Conduct OS08.1 Incident Report Form
Related non-GMP Document:	



TABLE 1. VERSION CONTROL TABLE OS08 INCIDENT MANAGEMENT POLICY

OS08 Incident Management Policy			
Version Number	Purpose/change	Author	Date
1	Adopted	Board	APR2020
2	New format with Version Control Table	Board	JUN2023

Policy Title: OS08 Incident Management Policy V2

Adopted: APR2020

Amended: JUN2023

Review due: JUN2026

Filename: OS08 Incident Management Policy V2

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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.