

RAISING CONCERNS

This note¹ applies to instances where a College Member (member of staff, student or associate such as honorary or visitor) might discover information which he or she believes raises concern and, whilst not prejudicing the College Member personally, may affect the College and/or other College Members or the general public.

The College has policies on Allegations of Scientific Misconduct (set out at [Ordinance D17](#)) and on Investigations of Public Interest Disclosures (“Whistleblower” policy set out at [Ordinance D18](#)). Where the College Member’s concerns fall within the remit of those policies, their procedures take precedence and should be followed.

The College acknowledges, however, that there are situations of concern which may fall outside those policies. In such instances, College staff and associates are encouraged to speak in the first instance to their line manager or Head of Department; College students are encouraged to speak to their personal tutor, Head of Department or Academic Registrar (or to the Student Health Centre where the matter concerns student health issues). Where a College Member seeks an alternative route to voice their concerns, a list of appropriate officers (“Responsible Officers”) who may be contacted is set out at Annex A below. The Responsible Officer would investigate the matter and, where appropriate, obtain advice and/or report the concerns (internally or externally) on behalf of the College.

The College will treat all disclosures in a sensitive manner and every effort will be made to keep the identity of the discloser confidential, if so requested. If further action is taken under the College’s disciplinary or other procedures as a result of the disclosure, the discloser may also be asked to provide a statement or give evidence as part of that process. College Members may voice their concerns anonymously (this may however limit the investigation and range of actions that can be taken).

The College expects the discloser and all others involved in the consideration of the disclosure to act sensibly and appropriately and to keep the nature of the disclosure and the identity of those involved confidential. College Members are reminded it is a disciplinary offence for someone to maliciously make false or vexatious allegations.

¹ This note was originally drafted in 2011 by the Central Secretariat, with input from the Human Resources Department, the Risk Management Department, the Imperial College Union, and the Vice-Provost (Education)’s predecessor, Prof Julia Buckingham, Pro-Rector (Education and Academic Affairs).

ANNEX A – LIST OF RESPONSIBLE OFFICERS

Responsible Officers

Type of Concern	Contact	Telephone No. & e-mail
Fraud, or other financial irregularity, breaches of financial regulations, or conflicts of interest	College Secretary & Registrar Level 4, Faculty Building South Kensington Campus	+44 (0)20 7594 7272 j.neilson@imperial.ac.uk
Misuse of IT equipment or systems	Director of Information and Communications Technologies Sherfield Building, South Kensington Campus	+44 (0)20 7594 6965 j.shemilt@imperial.ac.uk
Unsafe working practices or environment	Safety Director Level 4, Sherfield Building South Kensington Campus	+44 (0)20 7594 9420 j.gillett@imperial.ac.uk
Health matters	Director of Occupational Health Services Level 4, Sherfield Building South Kensington Campus	+44 (0)20 7594 9392 c.obrien@imperial.ac.uk
Breaches of data protection standards, corporate governance or Council Ordinances and Regulations	Head of Central Secretariat Level 4, Faculty Building South Kensington Campus	+44 (0)20 7594 5535 jonathan.hancock@imperial.ac.uk
Physical security issues	Director of Estates Facilities Level 5, Sherfield Building South Kensington Campus	+44 (0)20 7594 9187 n.roalfe@imperial.ac.uk
Grievance or disciplinary issues	Director of Human Resources Level 3, Faculty Building South Kensington Campus	+44 (0)20 7594 5540 l.lindsay@imperial.ac.uk
Concerns about any College Member over a matter relating to national security	College Secretary & Registrar Level 4, Faculty Building South Kensington Campus	+44 (0)20 7594 7272 j.neilson@imperial.ac.uk
	Vice-Provost (Education)	+44 (0)20 7594 8809 d.humphris@imperial.ac.uk
	Director of Student Support	+44 (0)20 7594 1868 d.wright@imperial.ac.uk
	Director of Human Resources	+44 (0)20 7594 5540 l.lindsay@imperial.ac.uk