

## **Imago Mundi CIO Serious Incident Policy**

Imago Mundi CIO undertakes to report any serious incident to the Charity Commission for England and Wales at the earliest opportunity.

For the purposes of this policy, a 'serious incident' is understood following the Commission's definition as an adverse event, whether actual or alleged, which results in or risks significant:

- harm to the charity's beneficiaries, staff, volunteers or others who come into contact with the charity through its work
- loss of the charity's money or assets
- damage to the charity's property
- harm to the charity's work or reputation

The Honorary Secretary of Imago Mundi CIO is responsible for reporting serious incidents to the Commission in a timely manner.

Internally, all Trustees have a responsibility to report to the Chair, Hon. Secretary, and Hon. Treasurer any serious incident of which they become aware.

In addition to reporting to the Commission, the Hon. Secretary must inform the Board of Imago Mundi CIO of any serious incident in a timely manner.