

Cigre UK Speak Up Policy

Document history and status

| Revision | Date | Description | By | Reviewed | Approved |
|----------|------------|-------------|------------------|-----------|----------|
| 0 | 22/02/2022 | First Issue | Jonathan Chapman | John Finn | |
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Cigre UK Speak Up Policy

Overview

We are committed to providing a professional environment for our members to engage in the activities of Cigre UK and for them to share their experiences with us. We want a culture where everyone feels safe to contribute to the function and performance of the organisation and to provide constructive feedback to improve the way we operate.

Aim

The aim of this policy is to reaffirm Cigre UK's commitment to creating an open culture of engagement and to encouraging our members to '*speaking up*' should they wish to raise an issue and for members to feel confident that any issue raised will be listened to and acted upon promptly and fairly.

Speak Up Procedure

If anyone observes any behaviour that is not in accordance with our guidance document on Expectations of our Members, or has an issue of concern, they are encouraged to '*speaking up*'. This can be raised by any one of the following means:

1. By speaking to an organising member of the Cigre group or Cigre activity
2. By speaking to a member of the UK Executive Committee
3. By email to speakup@cigre.org.uk (this is a confidential email service that is only received by the chair and vice chair of Cigre UK National Committee)

We encourage our members to *speaking up* to improve the way we work and to make our organisation a place where all members are respected and valued. Members who speak up will be listened to and their confidentiality respected. We do not tolerate any form of reprisal against members for speaking up in good faith.

Action following receipt of a Speak Up notification

Any matters not identified as confidential will be investigated by Cigre UK Chair and depending on the nature of the issue the Chair will investigate the matter or nominate the vice chair to do so. If following initial investigation, the matter is determined as needing to be addressed then the Chair (or vice chair) will arrange a meeting with other Executive Committee members to review the matter accordingly. The matter may best be resolved through dialogue with the person raising it or the person named in the speak up.

The details of the matter, the outcome of the Chair's review and any resultant actions will be recorded within the minutes of the subsequent Executive Committee Meeting.

Any matters identified as confidential will be addressed by Cigre UK Chair or the Vice Chair and treated in the strictest confidence. If appropriate, the Chair or Vice Chair will arrange a meeting with other Executive Committee members informing them of the confidential nature and review the matter accordingly.

The details of the confidential matter and the outcome of the Chair's review on all confidential matters will not be recorded within the minutes of the subsequent Executive Committee Meeting. Instead, the Chair will inform the Executive Committee that a confidential notification has been received and a non-attributable record of the resultant actions will be recorded. The name of the speak up notifier will be kept confidential at all times.

If the matter relates to an individual not adhering to the guidance on minimum expectations, then the next step will be the Chair or a nominated member of the Executive Committee to raise this with the individual to help them moderate and change their behaviour. In some situations, the individual may not be aware that their language or behaviour could be causing concern and they may need to be directed towards appropriate information sources / training material.

Where the person reporting the matter has asked for anonymity then the way the matter is dealt with will be tailored to ensure their identity is not revealed.

Follow up and Recording

Where the matter was not reported anonymously then after the Chair or Vice Chair has taken the above steps to address the concern, they or a nominated member of the Executive Committee will notify the reporting person of the outcome of the review and the actions taken.

Where the matter relates to an individual then they will be provided with the opportunity to appeal the matter that has been raised against them. In the first instance no formal action will be taken, instead merely a record of the speak up matter and that it has been addressed. If the matter is not disputed and the individual does not change their behaviour in subsequent activities, then further action will be taken by the Executive Committee Chair.

A record of all *Speak Up* reports will be maintained to track the number received and the category of the issue raised. This will be maintained by the secretary and shared with the Executive Committee but contain no sensitive data.

Review

This policy is the responsibility of the Cigre UK Executive Committee. As such, it will be reviewed regularly, at least annually, in accordance with the needs of Cigre UK membership and recorded within the minutes of Executive Committee Meetings.