

## IfSE Raise a Concern about an IfSE Member Form

### Before you start

Please familiarise yourself with the IfSE Code of Conduct and Disciplinary and Appeals Procedure.

IfSE can only accept concerns about current IfSE members.

### Your Details

To enable additional information to be gathered, and if you wish to receive feedback, please provide your details.

Title	
Surname	
First Name(s)	
Position	
Home Address	
Town / City	
County	
Postcode	
Country	
E-mail	

### Details of the IfSE Member the Concern is raised about

Name	
Membership Number if Known	
Company Name	
Address	
Relationship to Complainant e.g. Client/Contractor/Other	
E-mail	
Telephone Number	

## IfSE Raise a Concern about an IfSE Member Form

Have you raised the concern directly with the IfSE member?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what was the IfSE member's response?	

Have you approached anyone else about your concerns e.g. a solicitor, the courts?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who did you approach about your concerns and what was the result?	

### A Concern Relating to Ongoing Legal Matters

When a concern "relates to ongoing legal matters," it means that the issue being raised in the concern is connected to or overlaps with a current civil or criminal case. This could include situations where the same event, individuals, or issues are already being examined by a court or other legal authority. The concern might involve the same facts or actions that are the subject of the ongoing legal proceedings.

Are you aware if your concern relates to ongoing civil or criminal action?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

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### Concern Details

Alleged IFSE Code of Conduct Breach(es) please tick all that apply and detail evidence supplied explaining how it supports your concern.

We are unable to investigate concerns where there is no clear evidence of a breach.

Members shall observe the provisions of the current Statement of Ethical Principles published by the Engineering Council and the Royal Academy of Engineering.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Members shall uphold the reputation and standing of the Institute.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Members shall observe the provisions of the Institute's Articles of Association and any supporting regulations, policies or rules.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Members shall keep their knowledge and skills up to date through planned professional development and seek to broaden and deepen that knowledge throughout their working life. Members shall keep adequate records of professional development undertaken. Members shall also encourage persons working under their supervision to do the same.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Act with due skill, care and diligence and with proper regard for professional standards.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Act in accordance with principles of sustainability and prevent avoidable adverse impact on the environment and society.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Maintain and enhance their competence, undertake only professional tasks for which they are competent, and disclose relevant limitations of competence.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	

## IfSE Raise a Concern about an IfSE Member Form

Accept appropriate responsibility for work carried out by them or under their supervision or direction. Members shall also take all reasonable steps to ensure that persons working under their authority are both suitably equipped and competent to carry out the tasks assigned to them.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Encourage others to advance their learning and competence.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Do everything in their power to avoid risk to both the physical and cyber security of the IfSE and its member's data; and act in accordance with the General Data Protection Regulation (GDPR) 2016.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Observe the proper duties of confidentiality owed to appropriate parties.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Reject bribery and all forms of corrupt behaviour; and make positive efforts to ensure others do likewise	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Raise concerns about a danger, risk, malpractice or wrongdoing which affects others ('blow the whistle') and support a colleague or any other person to whom they have a duty of care and who in good faith raises any such concern. This includes: <ul style="list-style-type: none"> <li>any breach of professional obligations; and</li> <li>bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal obligations including any act of discrimination (in accordance with the Equality Act 2010).</li> </ul>	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Exemplify professional behaviour in relation to any content that they publish in the public domain, including without limitation articles, blogs and all social media	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	

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Assess relevant liability, and if appropriate hold professional indemnity insurance.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		
Notify IfSE if convicted of a criminal offence anywhere in the world, and to provide such information concerning the conviction as the Institution may require. This does not apply to either a conviction for a motoring offence for which no term of imprisonment (either immediate or suspended) is imposed or an offence which is regarded as "spent" within the meaning of The Rehabilitation of Offenders Act 1974 or equivalent legislation outside of the UK.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		
Notify IfSE upon becoming bankrupt or disqualified as a Company Director or Charity Trustee.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		
Notify IfSE if membership of another professional body has been terminated as the result of a disciplinary procedure.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		
Not claim to act on behalf of IfSE, or commit IfSE to any activities, events or third-party agreements, or otherwise expose IfSE to un-planned costs or use of resources without the quorate, minuted agreement of the IfSE Council. Note that this excludes Working, Interest Group or Local Group events that are in accordance with the Groups Policy.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		
Members shall not use designatory letters to which they are not entitled. Members can state that they are a member of the IfSE but members shall not use the IfSE logo, email alias service or the designatory letters in a business capacity or which implies that they are acting on behalf of, or with the authority of, the Institute, except when conducting Institute business in the capacity of an Officer or Director. Members who are given an "ifse.org.uk" email account shall only use it for the purpose for which it is given.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		
Notify IfSE of any significant violation of this Code of Conduct by another member.		<input type="checkbox"/>
How was this breached?		
How is this evidenced?		

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### Addendum for Council Members, and Officers and Directors of the Institute for Systems Engineering and INCOSE UK.

Commit sufficient time and effort to fulfil the requirements of their role. This includes regular attendance at meetings of IfSE Council (and IfSE and INCOSE UK for the appropriate directors) submission of required reports prior to each Council meeting and timely completion of any activities required for the successful delivery of their responsibilities.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Observe the proper duties of confidentiality owed to IfSE Council, INCOSE UK; the Members, Directors and Officers of IfSE and the IfSE Secretariat.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Not make any commitments on behalf of IfSE outside of the remit of their role and/or their agreed, assigned budget, without the minuted, quorate agreement of IfSE. This includes events, publications, joint working with third-party organisations, programmes of work, etc.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Not make any financial or legal commitments on behalf of IfSE that do not have minuted, quorate agreement of the IfSE Board of Directors unless already within the scope of their agreed, assigned budget.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	
Notify IfSE Council and/or INCOSE UK Directors of any real or perceived conflict of interest; and remind IfSE Council/INCOSE UK of any such conflict if relevant to immediate discussions or agreements.	<input type="checkbox"/>
How was this breached?	
How is this evidenced?	

## IfSE Raise a Concern about an IfSE Member Form

### Additional Evidence

<b>What happened? Please provide a Brief, clear description of the event</b>
<b>When and where did it happen?</b> e.g. If your concern refers to a specific building, please include the full address. If your concern relates to a specific incident, please provide the date and time of the incident.
<b>Who was involved?</b>
<b>What was the result or impact?</b>

### Addendum for INCOSE joint members.

All IfSE members who are also enrolled as members of INCOSE are additionally obliged to comply with the INCOSE Code of Ethics. Any issue concerning the INCOSE Code of Ethics must be raised following the INCOSE governance and processes.

## IfSE Raise a Concern about an IfSE Member Form

### Notes on submitting evidence to IfSE

Please ensure that you submit all relevant evidence alongside this form. In order to efficiently evaluate your concern, we will be unable to accept additional evidence following form submission.

In the interests of GDPR please do not share unnecessary data and/or documents with us. Please ensure that redactions are made where unnecessary personal information does not need to be included. E.g. the member's name in an email to a client of theirs with a colleague in copy; the names of the client and colleague do not need to be included and should be redacted

It is the person raising the concern's responsibility to ensure that they have the legal right to share information with us. This may be under legitimate interest.

#### Evidence

Please include a chronological timeline of events in relation to your concern.

You might find it helpful to precede any document names with a letter, i.e. a. Evidence of breach, b. Evidence of breach etc.

Date	Event	Evidence Document Title

### IfSE's Disciplinary Remit

IfSE's disciplinary remit extends to the investigation of concerns against IfSE members for non-compliance of IfSE's Code of Conduct. Potential outcomes of investigations are disciplinary only. Please view our IfSE Code of conduct and Disciplinary and Appeals Procedure for more information.

IfSE does not have the remit to:

- Award compensation
- Resolve disputes

## IfSE Raise a Concern about an IfSE Member Form

- Compel specific performance or actions by an IfSE member
- Investigate professional negligence and associated claims
- Investigate statutory offences

Where a statutory authority has the remit to investigate, or a matter is before a Court, IfSE may be unable to progress an investigation against an IfSE member pending outcome of the other process.

### What Happens Next?

Once we have completed the initial verifications and review, we will be writing to you. In the interim, more information about how we assess your concerns, may be found in our IfSE Disciplinary & Appeals Procedure and IfSE Whistleblower Policy, which are in the policy area of our website [www.ifse.org.uk](http://www.ifse.org.uk)

Please note that the processing timeline for your concern will commence only once we have received all necessary information and supporting documentation. This ensures that the concern is progressed properly.

While your concern is being processed, you are welcome to request updates on its status. IfSE will keep both the person raising the concern and the member informed throughout the process up to and including the outcome. Either party is welcome to request an update at any stage, and we will be happy to provide one. Please be aware that depending on the stage of the process, there may not be new information to share at the time of your enquiry.

To protect the privacy and integrity of the process, information will only be shared with the individual who raised the concern and the member involved. No updates or information will be provided to any third parties or individuals not directly involved in the case.

The time required to progress a concern raised can vary depending on its complexity and the number of information requests.

The process may also be impacted if the matters raised are part of legal proceedings or under investigation by a body with greater disclosure powers (in either case, substantiated by evidence). In such cases, IfSE will usually pause its own process until the external proceedings are complete, unless immediate action is required in the public interest.

We appreciate your patience as we work to resolve the matter as thoroughly and efficiently as possible.

## IfSE Raise a Concern about an IfSE Member Form

### General Data Protection Regulation (GDPR)

The Institution of Systems Engineering (IfSE) takes your privacy seriously and treats all personal information in accordance with EU/UK data protection legislation. When completing this form, IfSE requests the minimum information necessary to process your concern. The information you provide in this concern form will be used by IfSE and its representatives for administrative purposes or as required by law. Please view our IfSE Data Protection Policy for more information.

Legitimate Interests (Article 6(1)(f)) where data processing is necessary (evidence, concern form) for Institute of Systems Engineering's legitimate interests in maintaining ethical standards and the integrity of the profession, the legitimate interest must be balanced against the rights and freedoms of the individuals whose data we are processing.

In this case, the legitimate interest of ensuring fair progression of concerns outweighs the need for redaction of the person who raised the concerns and member's details that the concern is made against.

IfSE will minimise privacy risks by:

- Ensuring that the data is only accessible to those involved in the investigation.
- Implementing security measures to protect sensitive information.

Considering anonymisation or pseudonymisation if full identification is not essential for the investigation.

I declare the information I have supplied in this form is true and correct to the best of my knowledge.

SIGNATURE		DATE	
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Please return completed form by email along with all supporting documents to [grievance@ifse.org.uk](mailto:grievance@ifse.org.uk)