



NEST LABOUR

Incident Reporting Procedure

Incident Report

1. Any employee who witnesses or experiences an incident should report it immediately to their supervisor or manager, and NEST LABOUR Representative.
2. The employee should provide as much information as possible about the incident, including the date, time, location, and any other relevant details
3. The supervisor or manager will complete an incident report form, which will include a description of the incident, any injuries or damages, and the names of any witnesses, etc. The incident report form will be submitted to the NEST LABOUR Management team, which will conduct an investigation and take appropriate action to address the incident.

Follow-up and Investigation

1. The NEST LABOUR Management team will review the incident report and determine the appropriate course of action.
2. Depending on the nature and severity of the incident, the NEST LABOUR Management team may conduct further investigation, including interviews with witnesses and a review of any relevant policies and procedures.
3. The NEST LABOUR Management team will notify the employee who reported the incident of any actions taken to address the issue.

Confidentiality

1. All incident reports and investigations will be treated as confidential to the extent possible
2. Only those individuals who need to know about the incident and the investigation will be informed.
3. Any employee who retaliates against another employee for reporting an incident will be subject to disciplinary action.

Conclusion

1. Our incident reporting system is designed to encourage employees to report any incidents promptly and without fear of retaliation.
2. We take all incidents seriously and will investigate and address each incident in a timely and appropriate manner.