

## Raising Concerns

The British Council is committed to upholding the highest ethical and legal standards and has zero tolerance for malpractice or wrongdoing anywhere in the organization, this is extremely important in the examinations work we do. To deal with this, we want people to feel that they can speak-up and raise concerns about wrongdoing confidentially, and our Raising Concerns Policy enables us to do this.

Examples of malpractice or wrongdoing include child abuse, theft, fraud, facilitating cheating, false accounting, misuse of assets, receiving bribes, failing to disclose outside business interests, and breaches of regulatory requirements, as well as breaches of this code of practice and other British Council policies.

If you become aware of, or suspect, any serious wrongdoing, you must report it as soon as possible to the Exams Manager, IELTS Administrators, Supervisor, Deputy Supervisor or Chief Invigilator. Do not confront the suspected perpetrator, discuss the case with colleagues, anyone outside the British Council, or try to conduct your own investigations.

If you feel unable to discuss the matter with the IELTS Administrators or Exams Manager, and you still have concerns, you should contact the Country Director.

Please note: if you ask for your identity to be protected, it will not be disclosed without your consent unless in response to a legal requirement. Concerns should not be raised to pursue private disputes, and malicious false allegations will be regarded as a disciplinary matter.

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