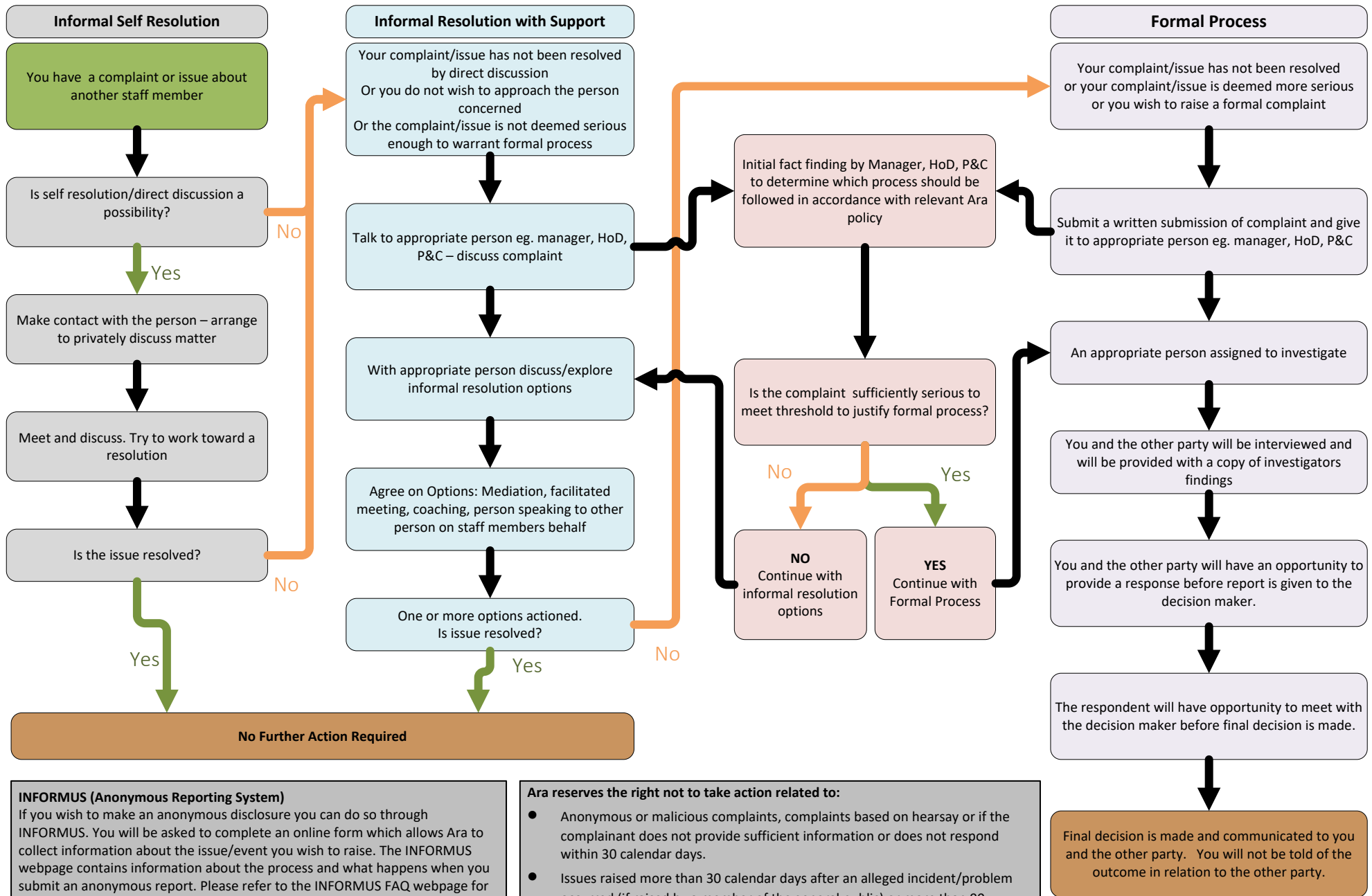


Staff Complaints about Staff Process DRAFT



INFORMUS (Anonymous Reporting System)
 If you wish to make an anonymous disclosure you can do so through INFORMUS. You will be asked to complete an online form which allows Ara to collect information about the issue/event you wish to raise. The INFORMUS webpage contains information about the process and what happens when you submit an anonymous report. Please refer to the INFORMUS FAQ webpage for further information.
OCP information (link)

- Ara reserves the right not to take action related to:**
- Anonymous or malicious complaints, complaints based on hearsay or if the complainant does not provide sufficient information or does not respond within 30 calendar days.
 - Issues raised more than 30 calendar days after an alleged incident/problem occurred (if raised by a member of the general public) or more than 90 calendar days (if being raised by an Ara student)