

Disciplinary Procedure Summary

Related to breach or suspected breach of Code of Conduct (CoC)

- Chair informed immediately
- All actions documented
- De-escalate the situation
- Settle issues without resorting to formal action where possible
- Support from the Regional/National Office if required
- Confidentiality maintained
- Members involved to be informed of involvement of other parties
- Decisions will be based on facts and evidence.

If informal process doesn't resolve the matter - A letter will be sent to the member/Trustee who is alleged to have breached the Code of Conduct for the purpose of informing them:

- They are the subject of a formal disciplinary procedure.
- What constitutes the alleged breach of CoC.
- For their response to the breach in writing.
- The date of the breach hearing.
- That they can also attend the subcommittee meeting to state their response in addition to their written response.
- They may choose to bring a companion, if they wish, who will also be bound by confidentiality.

5 levels of actions as a guide.

Escalation of levels and Right to Appeal covered.