



## **DISCIPLINARY PROCEDURE**

**May 2013**

On receipt of a formal complaint, the complaint is sent to the Convenor of the Disciplinary Committee for review and the following procedure takes place :

- Convenor circulates copy of complaint to General Committee requesting them to vote on whether any further action should be taken or not
- If General Committee decide that further action is required, the Disciplinary Committee is convened and the complaint forwarded on to the person complained of with a copy of this procedure and letter outlining procedure
- Both the complainant and person complained of will be notified of the members of the Disciplinary Committee and will have the right to object to any member in which case a replacement will be found
- In the first instance, the complainant is interviewed to get greater detail and this interview is minuted/recorded
- Any witnesses are also interviewed and these are also minuted
- A copy of these minutes is forwarded to the person complained of
- A disciplinary interview is then arranged and the person complained of is also invited to bring witnesses
- The complainant may also be invited to attend and his/her requirement to attend is at the discretion of the person complained of
- The Disciplinary Committee will question those attending
- Following this hearing, the Disciplinary Committee may convene a further meeting if further information is required or any clarifications needed
- Following any hearing/s, the Disciplinary Committee will then decide on a proposed course of action and make their recommendation to the General Committee
- The General Committee will then decide on what, if any, action should be taken
- The person complained of will have a right of appeal to the Commodore who may enlist external parties to further decide on the issue.