

## **Disciplinary Action and Fair Process Policy**

This policy sets out how Energy Club WA will fairly and transparently handle member conduct issues or breaches of the Code of Conduct.

### **1. Minor Incidents**

Addressed informally through a respectful conversation aimed at raising awareness and educating on inclusive language and behaviour, this may include a verbal request to reconsider or cease the behaviour during the event.

### **2. Serious or Repeated Breaches**

May result in a written warning or reprimand, conditions on participation in Energy Club WA activities, suspension from ECWA and/or expulsion from ECWA, following a fair process. May continue to be investigated by the Board even if the member has resigned.

### **3. Fair Process Includes:**

- Notification of the concern or allegation.
- Opportunity for the member to respond.
- A Governance Review Panel will be established independently to ensure fair process.
- A reasoned decision by the Board.
- Mediation provisions under Clause 17 of the Constitution if the Board cannot reach a decision (The parties must agree on the appointment of a mediator, and the mediator must not be a member of the Club unless both parties consent).
- If mediation fails, the matter may be referred to a General Meeting in accordance with the dispute resolution Clause 17 of the Constitution.

### **4. Appeals**

Members may appeal any disciplinary decision to the Board by submitting a written request for review. The Board may or may not accept the appeal depending on the merit of the grounds of the appeal. The Board's decision on appeal is final.

### **5. Timelines**

All submissions and responses will be addressed within a reasonable timeframe. Unless delayed by public holidays, unforeseen circumstances, or other unavoidable factors, this will ordinarily be within 15 business days of receipt.

### **6. Review**

This policy will be reviewed every two years or earlier if required by legislation or operational changes.