

## 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.

<b>Created by:</b>	K McCarthy	<b>Revision:</b>	1
<b>Approved by:</b>	J Van Hattum	<b>Date:</b>	1 June 2026



President