

DISCIPLINARY COMMITTEE

As outlined in the Harassment Policy section and in other sections in this manual, the Disciplinary Committee receives reports from various committees and/or groups and decides what further actions should be taken, if any. In dealing with harassment, the Disciplinary Committee decides whether harassment has occurred and confirms or rejects the recommendation(s) of the Harassment Officer(s)

The Committee should be formed as and when required and should consist of 3 people from within the Association as selected by the Executive. One of the people selected to the Disciplinary Committee should be knowledgeable and have the expertise to chair the committee.

In the case of harassment:

As outlined in the Harassment section of this manual, The Disciplinary Committee shall receive the Investigation Report as prepared by the Harassment Officers.

If the Investigation Report determines that Respondent has engaged in conduct constituting harassment, the Disciplinary Committee shall order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.

When imposing disciplinary action against the Respondent pursuant to paragraph 6.16 of the Harassment Policy, the Disciplinary Committee may impose such disciplinary action as it considers appropriate in the circumstances, which may include, but is not limited to:

- a) a verbal apology witnessed by a member of the Disciplinary Committee;
- b) a written apology;
- c) a letter of reprimand from the OTFA;
- d) referral to counseling;
- e) removal of certain privileges of membership or employment;
- f) sensitivity training in harassment issues;
- g) removal of certain privileges of membership or employment;
- h) demotion or pay cut;
- i) temporary suspension with or without pay;

j) termination of employment or contract;

k) expulsion from membership;

l) a combination of actions outlined.

The Disciplinary Committee shall, not more than 10 days after it makes its decision send a notice to the Complainant and the Respondent.

Appeal Procedure

The Appeal Procedure for cases or complaints of harassment should be dealt with in the same way as the Appeal Procedure for Complaints as outlined above.