



## Annex I

### Practise committee policy & procedure

#### 1. Purpose

To guide and manage the process of dealing any disciplinary issues related to members within the plumbing industry.

#### 2. Scope

All IOP(SA) membership categories.

#### 3. Policy Statement

Any breach in the Constitution shall be referred to the Practice Committee at a National level which is made of individuals from the National office bearers, past presidents, and members co-opted by the President.

#### 4. Principles

##### 1. Nomination of Practise committee members

- a. After the annual election of the National Executive Committee the Executive shall vote in a Practise Committee consisting of a maximum of five (5) Members.
- b. The Practise Committee will consist of the President, past President, the Treasurer and two other committee members.
- c. A Member of the Practise Committee shall hold office for a period of two (2) years only.

##### 2. Functions & Responsibilities of Practise committee

- a. To preside over disciplinary hearings.
  - b. To monitor and report on breaches in constitution, code of conduct and disciplinary action to the National Executive committee.
  - c. To review findings from executive director report on member breaches to constitution.
  - d. To recommend disciplinary action and ensure all decisions are ratified by National Executive committee.
  - e. The Practise Committee will meet as and when required to deliberate on specific disciplinary issues.
  - f. To ensure all members are afforded the opportunity to state their case personally in a practise committee hearing.
  - g. Disciplinary action will be by unanimous vote by all committee members.
3. The Practise Committee will be subject to the control of the National Executive Committee and will make regular reports on its activities to the National Executive Committee.
  4. The cost of attending a Practise committee hearing will be for the members account.



## 5. Types of disciplinary action

1. Any member that has been found guilty of breaching the constitution shall be suspended pending additional action.
2. A fine may be levied against a member if they acknowledge a breach that is not serious in nature. The member has rectified breach and has been reinstated as a member of the institute.
3. Expulsion may occur if a member is found guilty of a serious breach of the constitution such as anti-competitive behaviour, fraud, bringing the institute into disrepute, breach of legislation and criminal activities.

## Procedures

1. A breach in the Constitution by any member must be referred to the Practice Committee in writing through the executive director.
2. Notice must be given to member stating the breach of constitution that has occurred.
3. The Executive Director shall carry out an investigation to determine the facts and mitigating circumstances within 14 days of receiving the written breach.
4. Based on findings and seriousness of breach member will be given notice to state their case at a meeting of the Practise committee.
5. These findings and if required members defence will be discussed by the Practise committee to review and make a ruling.
6. The Practise committee ruling will require ratification within 3 months by the National executive committee members and Regional committee.
7. Once the ruling has been ratified a notice of ruling and disciplinary action will be sent to the member by registered post and by email.
8. Once a member has been suspended or expelled they are to be removed from the membership database and included onto a blacklist which will be communicated to all members and regions subject to the appeal process.
9. If there is any fees outstanding or fines by member, a letter of outstanding money must be sent to member and debt process must be followed.
10. If the member appeals the ruling the member must in writing state reasons for appeal and offer additional evidence to support their case.
11. Appeal must be heard by Practise committee and independent party at member's cost.
12. Ruling on appeal will be send to member in writing by registered post and email.
13. If the appeal ruling is consistent with first ruling, then process of disciplinary action will be followed.