

Operating Policy X Standing Committees

f. Discipline: The Disciplinary Committee shall concern itself with any and all disciplinary complaints concerning directors, internal audits requested by any member of the corporation or any interoffice disciplinary procedures unable to be handled by the executive committee. Additionally the Disciplinary Committee shall have the right to order an internal audit of any work related issues including but not limited to: attendance, productivity, finances, conflicts of interest, interpersonal relations, workplace environment etc . The Disciplinary Committee shall consist of the Chair of the Board of Directors who will serve as chair of the committee, 2 board members and 1 or more members of the corporation. The Committee shall have the power to issue verbal or written warnings without the consultation of the board. Any action resulting in monetary, extra-curricular (workshops), or impeachment actions shall be subject to board hearing processes.

Operating Policy XI Discipline

11.1 Reporting

a. Any and all disciplinary complaints shall be made to the Chair of the board of Directors if disinterested. Any complaint shall take the form of a written letter summarizing the offence and those involved both offended, offenders and witnesses.

b. If the complaint is concerning the Chair of the Board of Directors the complaint shall go to the least interested executive director. If all afore mentioned parties are interested the complaint falls to a disinterested member of the Board of Directors. This party would then act as chair of the disciplinary committee, assuming all responsibilities outlined in section 11.2, until such time as the disciplinary proceedings conclude.

11.2 Chair Disciplinary Responsibilities

a. The Chair of the Board of Directors shall act as the Chair of the Disciplinary Committee. If the Chair is an interested party their duties shall pass down the established reporting structure as laid out in section 11.1 b. This party then assumes the responsibilities listed below.

b. Upon the receiving of a complaint the Chair shall immediately contact the disciplinary committee for a simple majority vote to suspend both the offender and offended with pay (if applicable) for the duration of the disciplinary proceedings. Both parties may apply for special permission to continue essential services subject to board approval.

c. Upon the receiving of a complaint the Chair shall convene a meeting of the Disciplinary Committee at the earliest possible time in which 75% of the committee can attend.

d. The Chair of the board of Directors shall notify all members of the disciplinary committee as well as the operations coordinator that a meeting has been called. As well as ensure a copy of the complaint letter is circulated to all those mentioned in the letter, including witnesses and offender.

e. If one of the members of the Disciplinary Committee has submitted, is sighted in, or the subject of, the complaint in question they shall be considered an interested party and shall be relieved on their duties on said committee by the Chair for the duration of the proceedings.

f. If there is an interested party on the Disciplinary Committee the Chair shall replace said party with a disinterested Board Member or member of the corporation.

g. The Chair of the Board of Directors shall chair the disciplinary meeting and will deliver the final decision reached by said Committee/Board within 48 hours of the decision being reached. The Chair will prepare a public statement that will be posted on the TDSA website. This will be the document referenced by any board member who has signed a nondisclosure agreement. In the public release a brief summary of the bylaws broken must be provided. No specific evidence should be provided in line with the nondisclosure agreement. (ex. A number of altercations occurred in which offensive language was used which violates bylaw #35 of our Policies and Bylaws handbook. The board of directors/Disciplinary committee has deemed it fit to impose a written warning to insert position and name here. For any further questions please contact the Chair of the Board of Directors or your program director.)

11.3 Disciplinary Meeting Procedure

a. Upon the assembly of no less than 75% disinterested parties the meeting shall follow Robert's Rules of Order.

b. The meeting shall follow the agenda as set by the chair.

c. Once the agenda is approved the chair shall read out the letter of grievance provided by the offended party.

d. The offender will then have the chance to respond to the complaint either in person or by written response, by the discretion of the offender and chair. Once both statements are heard both offended, offender and any witnesses must remove themselves from the meeting. The meeting will continue in a closed session to ensure free and open discussion.

e. Upon entering into closed session any member of the meeting may propose to adjourn the meeting or to take disciplinary action.

f. Disciplinary actions can take the form of a verbal or written warning. The committee can also recommend harsher punishments, however these are subject to board procedures.

g. If the disciplinary committee votes to move to impeachment proceedings the meeting shall adjourn. Upon which time the Chair shall inform all elected officials of the nature of the offence and shall organize an impeachment hearing

h. Any and all decisions must obtain a simple majority vote in order to pass.

11.4 Internal Audit Procedures

a. Upon the request of an audit the chair will assemble 2 disinterested board members and will inform all board members or subjects of the audit that an audit is being conducted. As well as collect all relevant digital and physical data.

b. Upon the request from a member of the organization or the Disciplinary Committee any and all relevant information shall be acquired from the office with the express witness of any member of the

executive committee or the operations coordinator. All materials obtained may only be examined in the presence of the chair and the two directors assigned to the audit.

c. All relevant physical and digital material must remain unmodified for the duration of the audit. During the time in which the material must be stored it is to be stored in a secure locker/locked box on campus grounds. Any physical material must remain on Trent University grounds.

d. Any review of material shall be reviewed by no less than 3 officials of the corporation. The three officials must include the chair and two board members.

e. Audits may not be targeted to an individual employee. Any audit must be holistic as to avoid any targeted harassment.

f. If an employee is found to be somewhat neglecting their duties, somewhat creating a hostile work environment, or otherwise in minor violation of bylaws they shall be provided a written warning by the auditors subject to majority vote by the disciplinary committee

g. If an employee is found to be majorly neglecting their duties, majorly creating a hostile work environment or otherwise in major violation of bylaws they shall be subject to a higher level of punishment as subject to the recommendation of the auditors subject to board procedures.

f. If an employee is found to be over their allotted hours up to 100% of their work week they must provide a plan on how to use said hours to be provided in writing to the Chair or disinterested board member. If an employee is found to be over their allotted hours by 100% of their work week the board has the right to mandate that employee to take time off to use those hours after a consultation.

g. If an employee is found to be under their allotted hours by 50% of their work week they must provide a plan on how those hours are to be made up, to be provided in writing to the Chair or disinterested board member. If an employee is found to be under their allotted hours by 100% under their work week further disciplinary action can be taken at the discretion of the board, after consultation.