

DISCIPLINARY PROCEDURE FOR MEMBERS

August 2024

This disciplinary procedure complements the Rules and Code of Conduct of the Dry Stone Walling Association of Great Britain (DSWA). The Disciplinary Procedure will only be invoked following the completion of either the DSWA Internal Grievance Procedure or the DSWA Complaints Procedure.

The DSWA expects satisfactory standards of behavior from its members in line with the Rules and Code of Practice of the DSWA. These apply to all members of the DSWA. The outcome of the procedure will be recorded and held on file.

The following principles will apply to the application of this procedure:

Informal Resolution: The DSWA is responsible for addressing conduct and behaviour issues as early as possible and for taking appropriate action. Where possible, steps will be taken to resolve issues on an informal basis without recourse to the formal procedure.

Investigation: Before disciplinary action is taken at any stage of this procedure, an investigation shall be undertaken as laid down in the DSWA Internal Grievance or Complaints Procedures

Right to be accompanied: All members who are the subject of this procedure have the right to be accompanied by another member of the DSWA at any formal meeting.

Informal Procedure

It is the intention that any breach of the Rules or the Code of Practice of the DSWA, shall be resolved informally where possible. Following a satisfactory outcome of any informal discussions, the matter will be considered resolved.

Formal Procedure

Any grievance under the DSWA Internal Grievance procedure which has been upheld or any complaint under the DSWA Complaints Procedure where a prima facie case has been proven shall be subject to the following disciplinary action:

Level One: Written Warning

This is usually given by the Chair of the Trustee Board if there has been a minor breach in conduct which remains unresolved by the Informal Procedure.

Level Two: Final Written Warning

If any Member is found to have committed any other act of misconduct within two years of the first written warning, they will receive a final written warning from the Chair of the Trustee Board.

Level Three: Expulsion from the Association

If allegations are raised and upheld against a member of the DSWA, which are so serious as to constitute gross misconduct or following a Final Written Warning, it will be appropriate to consider taking formal action under level three of this procedure. If invoked, any subscriptions will be forfeit.

Issue / Revision	Date	Description/Comments	Prepared By	Checked By
	April 2020			
Rev A	April 2023	Reviewed	B Hartley	
Rev B	August 2024	Reviewed	H Lewis	P Clayton