

# Leathermen Scotland Complaints and Disciplinary procedure.

1. Every member of The Club has the right to raise a complaint concerning the conduct of other members/non-members during Club events. This includes both physical and virtual events, plus interactions via social media using The Club's official platforms.

2. In the first instance, the complainant should seek to resolve the issues directly with the person about whom they are complaining, in a mature manner. The Club recognises that we are all fallible and make mistakes from time to time. This is especially relevant with misunderstandings via social media, where context is not always apparent.

3. If the complainant feels unable to resolve the issue themselves, they should make an official complaint with the Membership Officer (or where the Membership Officer is involved or otherwise unavailable, with another Steering Committee member).

4. The complaint should be in writing and indicate who the complaint is about, when the incident happened, what happened, and any relevant evidence. The officer receiving the complaint should acknowledge receipt.

- If the incident is currently occurring during an event, the complainant can make a report directly to the event hosts. The hosts can remind attendees of the club rules and ask for a change in behaviour. If this does not occur, the hosts may ask the attendee(s) to leave the event if this is felt appropriate. If this does not result in a satisfactory conclusion to the incident, a written complaint can be made afterwards.

5. Within 14 days of receiving the complaint, the Membership officer (or another officer in their place) shall work with the Secretary to arrange to convene a disciplinary panel to hear the complaint, the hearing does not have to take place within those 14 days. The complainant and defendant shall be invited to attend this hearing and may submit witnesses and/or relevant evidence to the meeting. Evidence must be shared with all involved 7 days before the hearing.

6. The disciplinary panel shall consist of the 5 members of the Steering Committee.

Where a Steering Committee Member is the subject of a complaint, then a randomly selected full member of The Club shall be asked to take their place on the panel.

7. The decision of the disciplinary panel shall be by simple majority of 3 or more.

8. Penalties for being found guilty of breaking any of the Club's rules and policies includes:

- An official warning (which shall be recorded for 6 months).
- A written warning (which shall be recorded for 12 months).
- Membership suspension for a period of time (which includes not being allowed to attend events during this period).

9. Membership can be terminated if a member is found guilty of Gross Misconduct. This includes, but is not limited to;

- Physical abuse and non-consensual sexual contact.
- Bullying, emotional, and psychological abuse.
- The promotion of Nazi or other hate group ideas (This includes the wearing of symbols).
- Racist, Sexist, Ableist, and Transphobic abuse, language, and discrimination.

10. The decision of the disciplinary hearing is final and shall be active as soon as the hearing is complete.

11. There shall be the right to appeal within 14 days of the decision being made. The appeal request shall be sent to the Membership Officer (or another officer in their place). The disciplinary panel shall be convened again, look over any new evidence and the case as a whole. They shall decide to uphold the original decision, reduce the penalty, or acquit the defendant.

12. The Membership Officer shall keep a record of all members penalised and those who have had their membership terminated.

13. The Club will take a dim view of spurious complaints and those who would be regarded as chronic complainers, and may take any necessary action to restore calm.

14. The Secretary shall keep minutes of the Disciplinary hearing.

**Document version history:**

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