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**East Fife Sports Council**

*Disciplinary Procedure*

The following Disciplinary Procedure shall apply to all East Fife Sports Council (EFSC) employees and members (which for clarity includes Office Bearers, Executive Committee, Honorary Positions and Members affiliated to EFSC).

**EFSC may consider:**

* The conduct of any employee or member, in willfully acting contrary to EFSC’s Constitution, or in the event of any employee or member conducting themselves so as to injure or discredit the character and reputation of EFSC
* EFSC shall appoint a Disciplinary Officer, who shall have the power to act in the name of EFSC and take informal disciplinary action, which will involve discussing the problem with the employee or member with a view to resolving the issue. Where the matter requires further investigation, the Disciplinary Officer may refer the incident to a Panel for consideration
* A panel made up of 3 (three) representatives of EFSC Executive Committee (Panel) shall call the employee or member in question to give an account of the incident, and also reserve the right to call any other person with direct knowledge of the event to assist in their enquiry
* After taking notice of all explanations and testimony, the Panel may issue a verbal or written warning. If subsequent violations occur by the same employee or member, the Panel reserve the right to take into account all previous warnings, either verbal or written, given within a 3 (three) year period. This may result in the suspension of the employee or member for a defined period, or the employee or member being asked to resign from EFSC, or, failing this, the employee or member being expelled from EFSC
* Notwithstanding the preceding, the Panel may ban, suspend or require to resign any employee or member without having issued a verbal or written warning if that employee’s or member’s conduct is of such a nature that is construed to be a serious breach of EFSC’s Constitution.

**Right to appeal**

The member has the right to appeal against any decision by the Panel concerning the incident in question.

* The appeal must be lodged with the Secretary within 7 (seven) days of receipt of the Panel’s written decision
* The appeal will be heard by the Chairperson, or a representative of EFSC Executive Committee who was not part of the Panel, who will make their finding known to the Panel in writing
* Should these findings conflict or concur with the Panel’s original decision, the resulting decision will be made known to the member within 7 (seven) days
* No further appeal will be heard after the foregoing procedures have been completed.

**All correspondence regarding disciplinary matters can be sent by email to:** secretary@eastfifesportscouncil.org.uk

Data Protection Act 2018 – the information you supply will be maintained in accordance with the Act. It will not be passed to any other person outside EFSC, without your prior consent, unless this is a legal requirement.