



SCOUTS[®]
South Africa

Member Code of Conduct

Revision Date: 2014/01/15

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Preamble

A SSA (SCOUTS South Africa) member is a person who formally agrees to the conditions of membership as required under the SSA Constitution and OR (Organisational Rules). Most of these members are volunteers with a small number of professional (employed) staff. Volunteers are fundamental to the success of the Scout system and the delivery of its programmes. SCOUTS South Africa's Constitution and Organisational Rules regulate all aspects of volunteering in the Organisation. As a group working together, conflict situations may arise and in the interests of the organisation and the individual members, it is necessary to define, in clearer terms, the expected conduct and grievance procedures relating to volunteers hence the formulation of the Members' Code of Conduct".

Volunteering refers to any adult member who is motivated by free will to participate in any activity or programme organised by SCOUTS South Africa to benefit the youth and their communities in accordance with the fundamental principles of the SCOUTS South Africa.

Scouting is a value based Organisation and its sole purpose is to contribute to the development of young people. Scout programmes are based on the values that are embodied in the Promise and Law and all Scouting events and activities should take place in a happy, friendly and safe environment where adults are expected to exercise a "Duty Of Care" and act in accordance with the Promise and Law.

SCOPE

This Policy applies to all SCOUTS South Africa members - at all levels of the Organisation. Any breach may result in disciplinary action (including dismissal in some instances) and, in some cases, may lead to criminal prosecution.

Revision Approval

This revision of the Members Code of Conduct was approved for publication at the SCOUTS South Africa Executive Committee Meeting held on 17/01/2014 by the committee comprising:

Mr Garnet de la Hunt

Prof Brian Figaji

Mr Charles Parsons

Dr Brendon Hausberger

Mr Khonzaphi Mdaka

Mr Robert Turner

1. GENERAL CONDUCT

- 1.1 All conduct of members will be regulated by this Code of Conduct and is ultimately governed by the Law and Promise.
- 1.2 Members in SCOUTS South Africa are expected to;
 - 1.2.1 Respect the rights and the dignity of themselves and others.
 - 1.2.2 Declare any criminal convictions or charges pending prior to registering as a member.
 - 1.2.3 Notify the organization of any new criminal charges whilst a member of SSA.
 - 1.2.4 Ensure that members for whom he or she is responsible observe the rules, regulations and policies of SSA.
 - 1.2.5 Act with consideration and good judgment in all interpersonal relationships both inside and outside the Movement.
 - 1.2.6 Not use the movement to promote interests, which are in conflict with Scout principles or for own gain.
 - 1.2.7 Avoid unaccompanied and unobserved activities with Youth members.
 - 1.2.8 Avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members.
 - 1.2.9 Respect the right to personal privacy at all times with special consideration to separate sleeping accommodations and washing facilities for co-ed sections that are also different from adult ones.
 - 1.2.10 Refrain from smoking in front of youth and/or providing tobacco products for youth.
 - 1.2.11 Refrain from drinking alcohol in front of youth and/or providing alcohol products for youth.
 - 1.2.12 Adult members should refrain from using their role in Scouting to have contact with youth participants outside of Scouting.
 - 1.2.13 Follow the Scouts guidelines for connecting with youth participants using technology.
 - 1.2.14 Realise that bullying, physical, verbal, cultural abuse or neglect or any other abuse, is unacceptable conduct by any member of the Movement.
 - 1.2.15 Act in accordance with the Promise and the Law, Constitution and all other governing Policies.

2. DISORDERLY BEHAVIOUR

- 2.1 The following behaviour is not permitted and will not be tolerated by SSA.
 - 2.1.1 Threatening or attempting to physically injure another person.
 - 2.1.2 Disobeying a direct instruction from a superior member at an event or in the execution of normal SSA activities
 - 2.1.3 Fighting.
 - 2.1.4 Any behaviour that causes or could cause danger to others.
 - 2.1.5 Any behaviour that causes or could cause damage and or malfunction of any Association property or equipment.

3. GAMBLING

No Gambling or betting as described by the Gaming Act, requiring a gambling licence, may be carried out on any Scout premises or be part of any Scouting activities. This does not include Bingos, raffles or fair type games that are played as part of a fundraising activity.

4. PRIVATE WORK

No member may use the SSA's equipment, property or material for private work or the raising of funds for a private individual.

5. CHILD PROTECTION

5.1 The Child Protection policy of SSA is to safeguard the welfare of its members by protecting them from physical, sexual, verbal harm, or the neglect that allows such harm to occur. It is expected that Members act in accordance with the SSA Child Protection Policy.

5.2 All forms of illegal activities against children and youth will not be condoned and members are to report any such known activity in accordance with SSA Child Protection Policy.

6. SAFETY REGULATIONS

It is the duty of all members to observe safety regulations and instructions when he / she is leading a Scout Activity. Members must not take unnecessary risks, which potentially dangerous to themselves and others may damage the Association's or Members' property.

7. MEDIA / INFORMATION / SECURITY

7.1 Media Contacts

Only the Chief Executive Officer, an appointed deputy or those otherwise so authorised may liaise with and issue statements to the media, i.e. Press, radio and television. No member shall discuss any matter regarding SSA with any media representative. He / she shall not disclose any information of any nature pertaining to SSA or its activities. All requests for authorisation in this regard shall be directed to the Chief Executive Officer.

7.2 Membership / Financial Data

Membership details are strictly confidential and the divulging thereof is prohibited. Financial information may not be divulged to any source within or outside the movement except in established forums making provision for financial reporting.

8. LANGUAGE

Vulgar, inappropriate language or swearing is prohibited. Language should be acceptable in terms of the Scouting ethic.

9. DISCRIMINATION

No behaviour which discriminates / or is seen to discriminate on any basis will be tolerated.

10. ALCOHOL / DRUGS / CHEMICAL SUBSTANCES

No member or other person who has a duty of care shall use or permit the use of alcohol, illegal drugs and chemical or related substances while supervising, partaking in or presenting any facet of SSA's programmes.

11. FIREARMS / WEAPONS

11.1 No member shall carry or bring onto SSA premises any dangerous or potentially dangerous or lethal weapons or articles without prior authority from their District or Regional Commissioner to do so.

11.2 Knives and / or axes may be carried by members where it is appropriate to do so.

11.3 All members must ensure that all third parties carrying firearms and / or weapons at scouting activities have the necessary authority to do so.

12. AMENDMENT

The Scout Executive is entitled to amend or suspend any rule contained herein and reserves the right to add thereto. Any Amendments, suspension or addition will be binding on all Members and operate from such time as the Exco determines.

13. CONSEQUENCES OF A TRANSGRESSION OF THE MEMBER CODE OF CONDUCT

13.1 Following the allegation of a breach of any of the regulations found in this Policy, the OR or Constitution of SSA, the appropriate disciplinary process must be followed.

13.2 Subject to the outcome of the disciplinary process, SSA reserves the right, at its sole discretion, to apply any of the following remedies or corrective actions:

13.2.1 No action against the Member;

13.2.2 A verbal warning to the Member;

13.2.3 A written warning to the Member;

13.2.4 Termination of the membership of SSA;

13.2.5 Any other corrective action deemed to be appropriate and in the interests of SSA.

13.3 Should a member voluntarily resign following accusations of misconduct or the initiation of the disciplinary process, the process should still be conducted, if deemed necessary by the appropriate authority and a finding made. Should the member decline to participate in the disciplinary process, it should be conducted in the absence of the accused and a finding made.

The Grievance and Disciplinary procedures are contained in separate documents. The procedures for youth members may differ from that of the adult members.

Amendment Submission Contact Details

While every attempt is made to ensure that the contents of this policy are correct and consistent at the time of publication, the changing nature of SCOUTS South Africa and the communities that we serve is acknowledged, and as living documents this Policy should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this policy should be submitted in line with the process described in the standing Organisation Rules in effect at the time of submission of the proposed amendment.

The proposed amendments for this document should be submitted to:

SCOUTS South Africa

National Office

PO Box 374

Newlands

7725

info@scouting.org.za

Fax: 021 685 9050

A. MEMBER GRIEVANCE PROCEDURE

1. APPLICATION

- 1.1. This procedure applies to all members of SCOUTS South Africa (SSA).
- 1.2. The grievance procedure aims at resolving grievances of / or amongst members at the earliest possible time.
- 1.3. Any member lodging the grievance shall be given every opportunity to have the benefit of an interpreter to enable a thorough and correct version of the grievance to be presented.
- 1.4. Suitable records will be kept of all statements and decisions.
- 1.5. The grievance procedure shall not be invoked by a member for the purpose of amending any policy or procedure of SSA as the process for such changes is clearly defined in OR.**
- 1.6. All parties may mutually consent to dealing with grievances expeditiously or to extend the time limits specified below.

2. STAGES OF THE PROCEDURE

The stages of any grievance procedure shall be followed as set out here below.

2.1. STAGE ONE (Informal)

- a) The member involved must first raise the grievance with his or her next reporting body in the correct channels making it clear that the first step in the grievance procedure is being implemented.
- b) If the grievance is resolved within seven (7) days of its having been lodged, no further action shall be taken and no report statement will be lodged.

2.2. STAGE TWO (Formal)

- a) If the grievance is not resolved satisfactorily in Step One, or involves their immediate superior, then the member must complete a grievance form provided for this purpose (attached) and submit it to the next reporting body while retaining a copy for themselves.
- b) The person in receipt of the form shall attempt to resolve the grievance within seven (7) days of the grievance report being presented.
- c) If the grievance is resolved, the solution should be recorded on the grievance report. The original should be handed over to the member / member and a copy filed at the National Office. The forms should be submitted via the DC or RC to transfer to the National Office.

2.3. STAGE THREE

- a) If the grievance has not been resolved within seven (7) days from the completed forms being handed to the next reporting body the grievance shall proceed to stage three.

- b) The person in receipt of the grievance report shall lodge the same with the Regional Commissioner and may add his / her own comments and the reasons for failure to resolve the grievance.
- c) The Regional Commissioner shall attempt to resolve the grievance within seven (7) days.
- d) If the Regional Commissioner was involved already at Stage 2 he/she will lodge the grievance with the Chief Commissioner.
- e) If the grievance is resolved, the relevant person shall complete a grievance report. One copy will be handed to the member and another copy will be filed at the National Office.

3. STAGE FOUR

- a) If a satisfactory solution has not been reached during stage Three within (7) seven days of referral, the Regional Commissioner is to confer with the Chief Commissioner and Chief Executive Officer in an attempt to resolve the grievance.
- b) The Chief Commissioner and Chief Executive Officer shall use the best efforts to resolve the grievance and shall cause the result to be recorded on the grievance report. One copy will be handed to the member.
- c) An independent enquiry may be requested by the Chief Commissioner if the grievance cannot be resolved.
- d) The Chief Commissioner in conjunction with the Chief Scout will rule on the matter, which will be seen as a conclusion of the process.

SCOUTS SOUTH AFRICA GRIEVANCE FORM

DATE: _____

Complainant's Name: _____ Position: _____

Nature of the grievance:

Settlement desired:

Signature: _____ (Complainant)

TO BE COMPLETED BY ASSESSOR

Comments or Additional Information:

Date: _____

Signed: _____

Outcome of grievance (or reasons for failure to reach settlement) to be recorded by Assessor, whichever is appropriate.

Accepted by Complainant:

Signature: _____ Date: _____

Witness by: _____ Date: _____

Signature: _____ Date: _____

SCOUTS SOUTH AFRICA FORMAL GRIEVANCE REPORT STAGE 2

GRIEVANT'S NAME: _____ DATE: _____

POSITION : _____ REGION: _____

NATURE OF GRIEVANCE

Grievant

Representative

Assessor

Solution Offered

Reason for decision

Solution ACCEPTED/REJECTED by Grievant.

(If rejected, write as to why on a separate page and attach to report)

GRIEVANT'S SIGNATURE: _____ DATE: _____

Grievant Referred to (if solution is rejected): _____

GRIEVANT'S SIGNATURE

MEMBER REPRESENTATIVE

STAGE 3

Additional Facts

Solution offered

Reason for Decision

Solution ACCEPTED/REJECTED by Grievant.
(If rejected, write as why on a separate page and attached report.)

GRIEVANT'S SIGNATURE: _____ DATE: _____

CHAIRMAN: _____

Grievant referred to(if solution is rejected): _____

GRIEVANT'S SIGNATURE

MEMBER REPRESENTATIVE

STAGE 4

Additional Facts

Solution offered

Reason for Decision

Solution ACCEPTED/REJECTED by Grievant.
(If rejected, write as why on a separate page and attached report.)

GRIEVANT'S SIGNATURE: _____ DATE: _____

CHAIRMAN: _____

Grievant referred to (if solution is rejected): _____

GRIEVANT'S SIGNATURE

MEMBER REPRESENTATIVE

**NO FURTHER STAGE
ACKNOWLEDGEMENT**

FROM: _____ (MEMBER)

TO: _____ (CHAIRMAN)

DATE: _____

B. DISCIPLINARY CODE AND PROCEDURE

1. GENERAL PRINCIPLES

- 1.1. The authority and responsibility for the Maintenance of discipline is vested in the Exco through its appointed members and shall be implemented in accordance with the Member Code of Conduct and OR.
- 1.2. The underlying aim of the procedure is to correct rather than to punish unacceptable behaviour and for discipline to be carried out in a fair, consistent and prompt manner.
- 1.3. An appeal procedure is available to members dissatisfied with the outcome of a disciplinary enquiry.
- 1.4. This Code of Conduct does not compromise the authority vested in the Chief Scout and Chief Commissioner to exercise their authority as entrenched in the Constitution and OR to cancel the warrants or appointments and cancel the membership of any member.
- 1.5. Discipline for the purpose of the Code of Conduct shall be defined as the effort applied by SSA's leadership to direct member's conduct by the correction of their actions towards acceptable conduct within a system of established SSA rules. This is to prevent the spread and recurrence of misconduct, the acting outside of one's levels of authority, the infringement of Constitutional rights and serious malpractices which are contrary to the interests of SSA, its good name, its volunteers and members.

2. THE DISCIPLINARY CODE

- 2.1. The severity of disciplinary action is the prerogative of SSA's leadership and ExCo.
- 2.2. SSA may exercise disciplinary action against a member although the cause may not be referred to or described herein.
- 2.3. Whenever an offence is sufficiently serious to warrant the dismissal of the member nothing prevents the CS and CC from giving a warning instead, or conversely, whenever an offence would normally result in a warning being given, the CS and CC are likewise not precluded from dismissing the member concerned having followed the disciplinary process.
- 2.4. It is to be clearly understood that, in relation to the offences listed:
 - 2.4.1. it shall in no way limit SSA to only take steps set out therein;
 - 2.4.2. whenever a member has been given a final written warning, SSA may dismiss the member if a further offence is committed.
- 2.5. A written warning may be disregarded after a period of three months, six months or twelve months, as per the decision of the Disciplinary action awarding the warning.
- 2.6. Warning forms need to be signed by the member to acknowledge the warning and signify that its meaning is understood. Should the member refuse to sign the form, the issuer must record the refusal and the reason, if any, therefore. If an appeal is lodged unsuccessfully or if it is not proceeded with, the member shall be deemed to have admitted the offence. No such refusal shall invalidate the effect of the warning or preclude the member from lodging an appeal.
- 2.7. Whenever any allegation is made against a member it should be investigated first. SSA may suspend a member during the investigation if he/she is viewed to be potentially harmful to SSA's objectives; its relationships and/ or operations, or an obstruction to the investigation.

- 2.8. SSA is entitled to amend or otherwise vary the list of the offences or the corresponding penalties referred to in the Disciplinary Code, provided however that any such amendments shall only apply from such time as it shall have been amended and recorded by the Executive Committee.

3. DISCIPLINARY PROCEDURE

- 3.1. Disciplinary action will usually be a step by step process, starting with a verbal warning and working through the steps which increase in severity if there are repeated offences i.e. first written warning, final written warning, etc.
- 3.2. In more serious cases of misconduct, the disciplinary action could in the first instance be a written warning or even termination.
- 3.3. A witness should be present when official warnings are issued. All parties present should sign the documentation. If the volunteer/member refuses to sign, then the witness should sign that the warning has been issued.

4. DISCIPLINARY ACTION

The major types of disciplinary action are:

- Verbal Warning
- Written Warning
- Final Written Warning
- Termination of Membership

4.1. VERBAL WARNING

Verbal warning will be issued for:

Misconduct of a nature where a disciplinary hearing (see below) has recommended a verbal warning in the first instance.

The member must be advised that this is the first step in the disciplinary procedure.

The verbal warning is usually valid for (three) 3 months at the discretion of the disciplinary findings.

4.2. WRITTEN WARNING

A Written warning will be issued for:

A repeat offence for which a Verbal warning has been issued.

OR

Misconduct of a serious nature where a disciplinary hearing has recommended a written warning.

A written warning is valid for 3 OR 6 months at the discretion of the disciplinary findings

4.3. FINAL WARNING

Final warning will be issued where there is:

A repeat offence for which a Written warning has been issued.

OR

Misconduct of a serious nature where a disciplinary hearing has recommended a final written warning.

A final written is valid for 12 months at the discretion of the disciplinary findings

4.4. TERMINATION

Where it is deemed that an offence warranting termination has been committed, the member will be suspended and issued with a notice to attend a disciplinary enquiry.

OR

Where a final written warning has been issued and is still operative, and a similar offence is committed, a recommendation for the dismissal of the member may be made and a notice to attend a disciplinary enquiry will be issued.

5. DISCIPLINARY HEARING

- 5.1. Notification of a disciplinary hearing and charges/complaints must be given to the member in writing prior to the hearing-taking place. The volunteer should be given at least 24 hours to prepare.
- 5.2. Where members in a Group are notified of a disciplinary hearing the hearing will be chaired by the District Commissioner of that District. The person initiating the disciplinary will present the arguments supporting the charge and the member charged will make his/her own defence or may be represented by someone within that Group. Likewise if volunteers at District or Regional level are charged the Regional Commissioner or someone deputed by him/her will chair the hearing.
- 5.3. The member and his/her representative (if requested) must be present at the hearing. If the member is not present and has not given an accepted reason therefore, the hearing will be held in absentia with the decision being binding.
- 5.4. The Chairperson must enquire whether the member wishes an interpreter to be made available. If so, then one should be supplied by SSA.
- 5.5. All documentation must be made available to all parties with copies forwarded to National Office.
- 5.6. Witnesses may be called and questions put to them by both parties.
- 5.7. The Member should be notified in writing of the findings of the disciplinary hearing as soon as possible after the hearing has taken place.
- 5.8. The proceedings of the hearing shall be recorded in whatever manner the Chairperson directs but preferably electronically or in writing.
- 5.9. All participants of all hearings will be from within the movement.
- 5.10. The member has the right to appeal in the event of being found guilty. An appeal in writing (see attached form) needs to be presented within 24 hours of being notified of the decision and needs to be lodged with the Chairperson of the hearing. The appeal will be communicated to the Regional Commissioner.
- 5.11. All appeals must be directed through the correct channels. The Chief Commissioner in conjunction with the Chief Scout will be the last line of appeal and their decision is final.

6. DISCIPLINARY ENQUIRY

- 6.1. A disciplinary enquiry will be instituted where the outcome thereof may lead to the termination of the member's membership and /or association.
- 6.2. The member being charged needs to be informed that the outcome of the enquiry may lead to the termination of their membership and / or association.

- 6.3. It is preferable that the Chairperson of the enquiry be independent and unfamiliar with parties involved and the details of the charge.
- 6.4. Procedures are that of 5 above.

SSA BEHAVIOURAL EXAMPLES AND SANCTIONS

OFFENCE	WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISSAL
Class A (3 months)	X	X	X
1. Defamatory language	X	X	X
2. Negligence (minor)	X	X	X
3. Rowdy, uncouth and aggressive behaviour, use of foul or derogatory or insolent language.	X	X	X
4. Poor Performance	X	X	X
5. Absence without permission	X	X	X
6. Swearing in front of children	X	X	X
7. Excessive shouting constituting verbal abuse.	X	X	X
8. Enforcing physical forfeits/punishments such as press-ups that are beyond the physical ability of the individual.	X	X	X
9. Depriving the child from sleep.	X	X	X
10. Not providing appropriate toilet facilities resulting in compromising the privacy of a mixed group.	X	X	X
11. Not providing single sex changing areas for young people.	X	X	X
12. Inconsistent discipline.	X	X	X
13. Failing to provide separate sleeping areas for boys and girls on the camp.	X	X	X
14. Failing to provide sleeping areas for adults and children on the camp.	X	X	X
15. Arranging/carrying out an activity that involves one leader and one child.	X	X	X
16. Failing to maintain the appropriate ratio of leaders to children at an event (8 to 1) for Cubs and (16 to 1) for Scouts.	X	X	X
17. Failing to act after discovering Scouts who acquired cigarettes.	X	X	X
Class B (6 months)		X	X
18. Failure to observe safety rules.		X	X
19. Damage to and wastage of equipment. Or the unauthorised use thereof		X	X

OFFENCE	WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISSAL
20. Lying and acts of dishonesty		X	X
21. Attempted assault or threatening with assault.		X	X
22. Discussion of sexual matters with other adults where children may hear.		X	X
23. Scouter and another adult seen/heard engaging in sexual activity at a Scout event.		X	X
24. Failing to act after discovering Scouts who acquired pornography.		X	X
25. Failing to act after discovering Scouts who have acquired alcohol.		X	X
26. Failing to act after discovering Scouts who have acquired illegal substances.		X	X
27. Forcing a child to do things that go against their religion, for e.g. forcing a child to eat something forbidden by their religion or denying a child reasonable opportunities for religious observance		X	X
28. Failing to stop peer initiation practices if discovered.		X	X
29. Sharing a tent with a young person under 18 yrs old.		X	X
30. Bullying or allowing bullying to continue.		X	X
31. Threatening, humiliating or belittling a child.		X	X
Class C (12 months)			X
32. Possession of dangerous weapons.			X
33. Endangering the safety of others			X
34. Unauthorised use or misuse of SASA property.			X
35. Unauthorised possession of SASA property.			X
35. Malicious or deliberate damage to SASA or property.			X
36. Any Act of sexual harassment			X
37. Proven guilty of having committed a criminal offence.			X
38. Assault another person.			X
39. Use or possession of alcohol and/or intoxicating substances/drugs for non-medicinal purposes.			X

OFFENCE	WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISSAL
40.Possession of pornography at a Scout event.			X
41.Allowing/encouraging nudity e.g. nude swimming.			X
42.Allowing mixed male and female nudity.			X
43.Racial verbal abuse			X
44.Sexual intercourse or other sexual relations with a minor Scout over age of consent (between 16 years and 21 years).			X
45.Being under the influence of a banned substance or alcohol at a Scout event.			X
46. Negligence (major)			X

Period valid for: (Mark with X)

3 months	6 months	12 months
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NOTED: I have received this warning and understand its seriousness.

MEMBER'S SIGNATURE DATE

(Or witness, if member refuses to sign)

APPEAL: Do you wish to appeal against this written Warning?

YES	NO
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SSA NOTICE TO ATTEND A DISCIPLINARY ENQUIRY

Issued to: _____ Position: _____

In the presence of his/her

Representative: _____ Date: _____

Issued by: _____ Time issued: _____

1. Please attend a disciplinary enquiry concerning your alleged misconduct. The enquiry will take place:

DATE: _____ TIME: _____

PLACE: _____

2. THE CHARGES AGAINST YOU:

3. Copies of documents, which will be used against you at the enquiry, are attached for you to examine.

4. Depending on the facts that are proved at the enquiry, you may be dismissed.

5. You are /are not suspended until the outcome of the enquiry is known.

6. Advice urgently whether you choose to be represented, need an interpreter and wish to call witnesses, so we can, if necessary, make advance arrangements for them to consult with you and attend the enquiry. (These persons must be from within the Movement).

7. If you fail to arrive at enquiry without good reason being sufficiently in advance, may be held without you, and you may still be dismissed.

8. Your rights concerning a fair hearing:

- a) To be told the charge(s)
- b) To have adequate notice of the enquiry
- c) To a representative (for example, a fellow member)
- d) To call witnesses (excluding youth members)
- e) To be told the findings and the reasons for it
- f) To have your service considered
- g) To be told of the penalty
- h) To appeal

SIGNATURE: _____ POSITION: _____

I understand the importance of this notice, the seriousness of the enquiry, and the rights.

Member: _____ Received on: _____

(If you refuse to sign a witness may be asked to sign on your behalf.)

5. Factors considered in mitigation.

6. Disciplinary action taken.

7. Does the member wish to appeal?

Yes/ No

If yes, reason for appeal:

Signed: _____

Chairman

Date

SSA APPEAL HEARING

PRESENT

Name:

Role:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Chairman's findings concerning the appeal (any additional evidence/facts brought to light):

Chairman's decision

Signatures:

_____	_____
CHAIRMAN	DATE
_____	_____
MEMBER	DATE
_____	_____
MEMBER REPRESENTATIVE / WITNESS	DATE

C. Youth Disciplinary and Grievance Procedures

1. Scout Procedure

The Scout members of SSA are expected to comply with the Scout Law and Promise and member Code of Conduct in their day to day life.

In the event of a parent or member or third party person raising a grievance or complaint of a disciplinary nature against a Scout, the following process is to be followed:

- 1.1. The complaint/grievance is to be documented in writing by the SSA Adult Member receiving it.
- 1.2. The Troop Scouter should present the complaint to a meeting of the Court of Honour for a disciplinary/Grievance to be heard.
- 1.3. The Court of Honour will make a finding and recommendation of any disciplinary action to be implemented.
- 1.4. In the event that the Court of Honour finding recommends either the transfer of the Scout Member against which the complaint has been made, to another troop or the cancellation of a Members membership, the finding should be referred to the SGL and Troop Scouter for ratification. The Troop Scouter may veto the decision of the Court of Honour if an alternative exists that will better serve the youth members of the Troop and the Member against which the accusation has been made.
- 1.5. In the event that the Scout or their parent/guardian wishes to appeal the outcome, they will have a week from the date of being informed of the decision to be permitted to lodge an appeal with the Regional Commissioner.
- 1.6. The Regional Commissioner will at the earliest possible date review the complaint or grievance and make a ruling.
- 1.7. In the event that the Scout or their parent/guardian wishes to appeal the ruling of the Regional Commissioner, they will have a week from the date of being informed of the decision to be permitted to lodge an appeal with the Chief Commissioner. The decision of the Chief Commissioner will be final.

2. Cub Procedure

The Cub members of SSA are expected to comply with the Scout law and promise in their day to day life. Any complaint or grievance against a cub should be based on that departure point.

In the event of a parent or member or third party person raising a grievance or complaint of a disciplinary nature against a cub, the following process is to be followed:

- 2.1. The complaint/grievance is to be documented in writing by the SSA Adult Member receiving it.
- 2.2. The Pack Scouter should review the complaint, and on the basis of their assessment of the seriousness thereof, convene a meeting with either the cub concerned or with the cub and their parents or guardians. In the event of the meeting being with the cub alone, the standard procedure of the engagement not being a one on one will be

applied. Any grievance that has any potential punitive action should involve the parents or guardians of the Cub concerned.

- 2.3. The Pack Scouter will, after consultation with the cub against whom the grievance or complaint has been laid, make the decision on the outcome of the complaint or grievance.
- 2.4. In the event that the cub or their parent/guardian wishes to appeal the outcome, they will have a week from the date of being informed of the decision to be permitted to lodge an appeal with the Regional Commissioner.
- 2.5. The Regional Commissioner will at the earliest possible date review the complaint or grievance and make a ruling.
- 2.6. In the event that the cub or their parent/guardian wishes to appeal the ruling of the Regional Commissioner, they will have a week from the date of being informed of the decision to be permitted to lodge an appeal with the Chief Commissioner. The decision of the Chief Commissioner will be final.