

Specialised Safety Development Limited Complaints & Conduct Policy

Terms of Reference

1. To investigate all legitimate complaints or code of conduct violations.
2. To form a panel of at least two individuals (not to include the investigator) to adjudicate all complaints or conduct violations based on the information at hand.
3. To notify the complainants and accused of any and all decisions in a timely fashion.
4. To advise the person(s) who is disciplined that they have a right of appeal to Specialised Safety Development Limited.
5. To ensure that all punishments and disciplinary actions are implemented and enforced.
6. To ensure that the disciplinary records are maintained and updated to ensure they are accurate and factual. The records should be considered as confidential material and handled as such.

Initially Issued: 25th July 2018