



The Committee of Ethics

1. The Immediate Past President of IAPCO automatically takes up the post of the Chair of the Committee of Ethics and appoints a Co-Chair from the members of the IAPCO Council.
2. In the event that the Committee of Ethics is required to act on a case, representatives of the membership will be drawn from each geographical area and co-opted by the Chair to join the Committee of Ethics. The Committee of Ethics focuses on ethical issues and does not handle financial disputes.
3. The Committee of Ethics will consider all complaints about Members using IAPCO's Code of Conduct as approved by the IAPCO Council in Athens in September 2009.
4. Should a complaint be received by IAPCO about any Member then the Secretariat will immediately forward a copy of that complaint to the Member complained against and requesting their response to the complaint.
5. Upon receipt of the response from the Member the matter shall be put before the IAPCO Council which shall then have the power to refer the matter to the Committee of Ethics which is required to report to the Council through the Secretariat and the President within 3 months of the date of the referral to them.
6. The Committee of Ethics shall make a decision whether or not there is a case to answer having reference to the IAPCO Code of Ethics. The Committee of Ethics must have no contact by them either with the client or the Member. Any contact with the client or Member shall only be through the President or Secretariat.
7. If the Committee of Ethics finds that the complaint is unjustified then:
 - a. The Chairman will advise the President and Council who will inform both the Member and the complainant.
 - b. In doing so the President will advise the complainant that the Committee of Ethics has found no case to answer. It shall not be necessary for the President to give reasons. Unless the matter is of such a nature that the Committee of Ethics considers important to do so in which case the Committee of Ethics shall provide the President with such reasons.

8. If the Committee of Ethics finds that there is a case to answer which is not of a serious nature then it shall:
 - a. Endeavour to suggest ways in which the complaint can be resolved by the President. The recommendation shall be sent to the President and Council for the President to act upon and to discuss the matter with both the complainant and the Member to resolve the issue.
 - b. If the President and Council are unable to resolve the situation based on that recommendation then the matter shall be referred back to the Committee of Ethics to complete their finding based on the information before the Committee.
 - c. If during this consideration, the Committee of Ethics considers that it requires further information it shall seek that information through the Secretariat from either the complainant or the Member and shall then make its findings and recommendation to the President and Council based on that information.

2. If the Committee of Ethics finds that a complaint is of a serious nature it shall:
 - a. If it considers necessary through the Secretariat seek any further information it requires from the complainant and the Member.
 - b. Consider the information and then make a finding and recommendation to the Council as to whether the Member should be suspended from membership from IAPCO for a period of time and state what the time should be, or whether the membership should be terminated.

(Note: To terminate a membership the proper IAPCO procedures need to be followed once the recommendation is received by Council).

3. In any instance where further information is sought from the Member or the complainant a time limit of no more than one month shall be given for a response to be received, with advice that should the response not be received within that period then a decision will be made based on the information already held.

11. The President may empower the Chairman to undertake the appropriate action direct with the complainant and/or member as appropriate.

12. Any decision the Committee of Ethics shall be by simple majority of the Members voting. The Chairman shall not have a casting vote.

13. Any findings of the Committee of Ethics shall be communicated only by the direction of the Council.

SECRETARIAT

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