

## SPSP Review Process for Code of Conduct Violations

Approved Spring 2019

Complaints received by SPSP staff or the Executive Committee will be investigated under direction of the Executive Director or President (by staff or by appointed legal counsel) and in consultation with the Executive Committee. During the investigation, the Respondent will be given an opportunity to respond to the allegations. Investigations may involve review of documentation, witness interviews, and interviews with the Complainant and Respondent.

### CONFIDENTIALITY

During the investigation, SPSP will strive to maintain confidentiality to protect the Complainant and the integrity of the investigation. However, in order to give the Respondent a reasonable chance to respond, the name of the Complainant may be provided to the Respondent. Following the investigation, details of the investigation will be shared with the Executive Committee, but no additional information will be provided to outside sources (members, volunteers, media, etc.) in order to protect the parties and to avoid potential defamation, with exceptions noted below.

### INVESTIGATION OUTCOMES

During and at the conclusion of the investigation, there are several possible courses of action that may be implemented. Not all courses of action or outcomes require approval of the Executive Committee. However, the outcomes of all investigations will be reported, in writing, to the Executive Committee. These reports will include the name of the Respondent and Complainant only if the Executive Committee needs that information in order to approve a course of action or outcome.

### POSSIBLE OUTCOMES

- **Private reprimand or warning** – a reprimand or warning may be provided by the Executive Director without approval of the Executive Committee.
- **Immediate removal from an event** – in the event of a serious event that jeopardizes the safety of members, the Executive Director or his/her designee may provide immediate expulsion from an SPSP event.
- **Banning from future events** – upon approval from the Executive Committee, the accused may be removed from future events or participation restricted under certain parameters.
- **Removal from leadership positions** – volunteers may be removed from leadership with approval from the Executive Committee. Members of the Board found in violation of the Code of Conduct may be removed by a 2/3 vote of the entire currently serving Board.
- **Removal from membership** – upon approval from the Executive Committee, the accused may be removed from membership conditionally or permanently.
- **Rescinding of past honors** – an individual found to have violated the Code of Conduct may lose their status as Fellow or other past recognition from SPSP.
- **Notification of home institution** - SPSP reserves the right, in consultation with the Complainant, to notify a home institution or employer of a finding of misconduct in violation of the SPSP Code of Conduct.

### APPEALS

Following the investigation and decided outcome, the Respondent will be provided, in writing, the outcome and be given 14 days to appeal the decision to the Executive Committee. Following the appeal period, the final outcome will be shared with the Complainant.