



EARLI Complaint Policy and Disciplinary Procedures

Simplified steps:

- Step 1: a complaint arrives at the **Care Team**.
- Step 2: care-team evaluates validity within 2 weeks
- Step 3: if valid it is sent to president
- Step 4: **President** does preliminary investigation and tries to reach a mediated solution
- Step 5: At end of investigation, within 6 months, the president decides:
 - dismissal
 - warning
 - referral to disciplinary committee
- + Copy of decision to member concerned
- In case of disciplinary committee**
- Step 6: President composes disciplinary committee + informs parties
- Step 7: Investigation by disciplinary committee
- Step 8: Decision by majority of votes (within 6 months)
 - written reprimand
 - suspension
 - exclusion
- Step 9: signed copy of decision to member concerned within 7 days