



PROCEDURE FOR DEALING WITH NON-COMPLIANCE WITH THE SEAP CODE OF CONDUCT

This procedure is limited to instances of alleged non-compliance with the code of conduct. Those eligible to register complaints (hereinafter “the complainant”) are

- Officials and members of the EU institutions;
- SEAP members.

The procedure is as follows:

1. The complainant will contact the President of SEAP in writing, preferably by e-mail (secretariat@seap.eu.org), outlining the alleged instance of non-compliance with the code of conduct. The complainant should supply as much information as possible including any verification to support the complaint and must specify which article(s) of the code has allegedly been infringed. The complaint will be dealt with confidentially as long as the SEAP Board has not taken a decision on it.
2. On receipt of the complaint, the President will immediately consult with the code of conduct committee, which is responsible for the investigation of the complaint.
3. The code of conduct committee will first assess which article(s) of the SEAP code, if any, has been infringed and may at this point make a recommendation to dismiss the complaint if it finds no article has been infringed.
4. If the code of conduct committee finds there may be a potential infringement, the committee will contact the SEAP member in order to discuss the matter and may follow-up by contacting the complainant and other relevant parties. Following this investigation, the code of conduct committee will make a draft recommendation which will be communicated by the committee to the SEAP member who will have 14 calendar days in which to submit any further comment.
5. The code of conduct committee will then make a final recommendation to the Board outlining whether or not there is non-compliance and the sanction to be taken which ranges from:
 - no action – case dismissed; or
 - a private written warning from the President; or
 - a written warning from the President published on the Society’s web site; or
 - a three month suspension of membership which will be published on the Society’s web site; or
 - expulsion from the Society which will be published on the Society’s web site.

Any decision by the code of conduct committee must require at least three quarters of votes cast.

6. The Board will decide on the basis of the recommendation either:
- to dismiss the complaint, or
 - to uphold the recommendation and the sanctions proposed by the code of conduct committee.

The Board will vote by simple majority; in the case of a proposed expulsion the $\frac{3}{4}$ majority required by the Statutes is required.

The Board decision will be executed as soon as the appeal period has passed.

7. The President will communicate the decision of the Board and the grounds for it to the SEAP member and the complainant.
8. Should the SEAP member wish to appeal the decision, he/she may do so within 14 calendar days of the date of the decision by contacting the President and setting out the reasons why the action taken is inappropriate. These reasons will then be put to the General Assembly for a decision by written procedure. The General Assembly will take a decision on the basis of a simple majority. The decision of the General Assembly is final.
9. Any member of the code of conduct committee or the Board must withdraw from the proceedings if they feel that this may lead to a conflict of interest.

Adopted June 2007