

## **Enforcement Procedures**

The Code of Ethics and Standards of Conduct must be supported with clear, orderly, and reasonable enforcement procedures if the Society is to discipline members who violate the Standards of Conduct. Enforcement procedures must be equitable to all parties. They must ensure no actions are taken in an arbitrary or malicious manner

## **The Complaint**

The complaint must:

- be against a single individual, and
- be in writing, and
- cite the specific clause of the Standards of Conduct that is alleged to have been violated, and
- describe the specific action in question, and
- describe in general terms, the substantial negative effect of that action upon the profession, the Society, a business, or an individual, and
- contain a statement that the specific action of the accused in question is not already or imminently [to the best knowledge of the complainant(s)] the subject of legal proceedings, and
- contain a signed statement that the facts are true to the best knowledge of the complainant(s).

This complaint must be sent to the National President of CIPS. The National President or delegate, will review the complaint to determine if it meets the above criteria. If it does not, it will be returned to the complainant(s) for possible change and re-submission. If the specific action of the accused is (imminently) the subject of legal proceedings, no further action will be taken until those proceedings are concluded. If the complaint is not rejected then, subject to legal advice, the accused member will be notified (by registered mail to last known address), provided with a copy of the complaint, and allowed 30 days to prepare a written rebuttal of the complaint if so desired. The President of the Section the accused belongs to will be notified. The rebuttal should address the same points as the complaint, and must also include a statement that the facts contained in the rebuttal are true to the best knowledge of the accused.

The National President or delegate shall review the complaint and, if available, the rebuttal, to determine if there is sufficient evidence to hold a full hearing. If it is determined that a full hearing is warranted, the full information will be forwarded to a three-member Hearing Committee appointed within 30 days of the receipt of the rebuttal or at the last date allowed for receipt of the rebuttal.