



# Australian Association of Clinical Hypnotherapy & Psychotherapy Inc

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## DISCIPLINARY PROCEDURE

In the event of a complaint being made against a member of The Association, be it by another member or a member of the public, the following procedure will be implemented:

- (a) In the first instance, said member will be contacted by the President of The Association or a Member of the Administrative Committee of The Association for an informal discussion concerning the complaint.
- (b) At the discretion of the Interviewing officer, the member may be required to attend a formal disciplinary hearing.
- (c) In the event of (b), and dependent upon the seriousness of the complaint, the member may be placed under immediate suspension.

Any disciplinary hearing shall consist of: 3 members of the Committee, the member under investigation plus the latter may bring one witness or other relevant party to the meeting.

All available evidence will be reviewed; if the complaint is upheld and shows that the member has contravened any part of the code of ethics of The Association, appropriate disciplinary action will be taken. 'Appropriate disciplinary action' in this context depends upon the seriousness of the complaint and whether there have been previous upheld complaints.

For a serious or repeated breach of the Code of Conduct, the member will be dismissed from The Association, although there will be a 6 week period during which a reasonable appeal may be made to the Committee of The Association. During this period, the member will remain on suspension.

For a lesser breach, a written warning will be issued and recorded within The Association files.