



IWGB Disciplinary Procedure Guidance

1. Decisions on whether disciplinary procedures should be initiated in individual cases should be taken, without delay and no later than 5 working days after referral of the matter, by a permanent Disciplinary Sub-Committee of the General Secretary, President, and Vice-President;
2. The Disciplinary Sub-Committee shall retain the power to suspend in appropriate cases;
3. If a disciplinary procedure is commenced, the Disciplinary Sub-Committee shall appoint a Qualified Investigator to run the proceedings. Qualified Investigators are those members of staff and the Executive Committee who have completed the training provided by the Legal Department on how to run these proceedings (The Union's complaints and grievance procedures are also administered by Qualified Investigators who have completed the requisite training.) The Qualified Investigator shall write to the member initiating proceedings no later than 5 working days after being appointed, and shall aim to complete proceedings no later than 10 working days after proceedings commence.
4. If the member wishes to appeal the outcome of the proceedings, they should do so within 5 working days of receiving the outcome. The appeal shall be sent to the Disciplinary Sub-Committee.
5. The Disciplinary Sub-Committee shall appoint an appeals panel of 3 Qualified Investigators to hear any appeal, and the same time limits as for the initial proceedings shall apply.