



Disciplinary Procedure - Policy

1. Introduction Coodal is a UK charity committed to upholding the highest standards of integrity, accountability, and professionalism. This policy sets out the disciplinary procedures for members, directors, and Board members to ensure fair and consistent handling of misconduct or breaches of duty.

2. Scope This policy applies to all members, directors, and trustees of Coodal. It outlines the process for addressing misconduct, non-compliance with charity regulations, and any actions that may harm the charity's reputation or operations.

3. Grounds for Disciplinary Action. Disciplinary action may be taken for, but is not limited to, the following:

- Breach of Coodal's governing documents, policies, or codes of conduct.
- Financial misconduct or mismanagement.
- Failure to fulfil duties or responsibilities.
- Actions that bring Coodal into disrepute.
- Harassment, discrimination, or bullying.
- Conflict of interest violations.
- Any form of gross misconduct, including fraud or criminal activity.

4. Disciplinary Process The disciplinary process consists of the following stages:

4.1 Informal Resolution Where possible, minor issues should be resolved informally through discussion and guidance.

4.2 Formal Investigation If informal resolution is not appropriate or fails to resolve the issue, a formal investigation will be initiated. The Board (or a designated disciplinary panel) will appoint an impartial investigator to examine the matter.

4.3 Disciplinary Hearing If the investigation finds sufficient grounds for action, the individual concerned will be invited to a disciplinary hearing. They will be given at least seven days' notice and provided with relevant evidence. They have the right to respond and be accompanied by a representative.

4.4 Disciplinary Outcomes Based on the hearing's findings, the following actions may be taken:

- **No Further Action:** If no misconduct is found.
- **Verbal or Written Warning:** For minor breaches.
- **Suspension:** Temporary removal from duties pending further review.
- **Removal or Dismissal:** In cases of serious misconduct, removal from membership, directorship, or trusteeship.

5. Appeals Process Any individual subject to disciplinary action has the right to appeal within 14 days of the decision. Appeals must be submitted in writing to the Board, which will conduct a review and issue a final decision.

6. Confidentiality All disciplinary proceedings will be conducted with strict confidentiality to protect the privacy and reputation of all parties involved.

7. Review and Amendments This policy will be reviewed annually and updated as necessary to ensure compliance with best governance practices and legal requirements.

Approved by: S.Shanmugadasan.

15/3/2025.