

# RAPAR

**Investigation procedure for allegations/complaints against Management Committee Members, Ordinary Members or anyone associated with RAPAR. The Complaints procedure is Confidential. Mediation should always be offered as a first step.**

**1. On receipt of any written or verbal complaint or allegation the Secretary shall:**

- Inform the Chair and Vice Chair about the complaint
- With the Chair/Vice Chair, appoint an investigating officer from the Board of Trustees and an administrative support officer to take the minutes of the investigation

**1a. If the written or verbal complaint or allegation is against the Chair, then 1. above shall be conducted by the Vice Chair with another member of the management committee not implicated in the complaint**

**1b.**

- If the written complaint or allegation could be considered as this, the Chair/Vice should suspend them with immediate effect
- If at any later point evidence is uncovered whereby the written complaint or allegation could be considered as this, the Chair/Vice should suspend the member with immediate effect



**2. The investigating officer shall:**

- Carry out a thorough investigation before any meeting that observes the procedures in place for investigating allegation/s that have arisen through a complaint

**3. The investigating officer shall tell the member in writing:**

- What they are alleged to have done wrong
- The time and place for a meeting
- They have the right to be accompanied by another member
- That the Chair is neutral and therefore available to extend confidential support to all parties and is the reference for policy

**Check:**

- Arrange another meeting within 5 days if (M/P/MC/OM) or accompanying person cannot attend
- Give the (M/P/MC/OM) copies of any information to be used 5 days prior to the meeting
- Consider fresh evidence if necessary

**4. At the meeting:**

- the investigating officer shall:
  - State the evidence
  - Let the member put their case
  - Let the member or the accompanying MC Member ask questions
- the administrator shall:
  - Take notes of the meeting and support Investigating Officer to secure a set of agreed notes with the member

**5. The investigating officer adjourns to:**

- consider if any action is necessary and think about:
  - Previous sanctions
  - Member's record within the organisation
  - Any special circumstances

**6. The investigating officer their investigation ( which will differ on a case by case basis but which always should be thorough and well documented) by:**

- Setting out their findings in writing
- Recommending a proposed course of action and the reasons for that proposed action
- Passing those findings and recommendation/s in writing to the Chair/Vice Chair

**7. The Chair/Vice Chair decides to either accept or reject the recommendation/s:**

7.1. If accepting the recommendation/s, they write to the member:-

- informing them of that acceptance
- enclosing copies of the investigating officers findings and recommendations
- informing them of their right to appeal → **see appeals procedure**

7.2 If rejecting the recommendation/s, they:

- set out alternative recommendation/s and follow the steps at 7.1
- conveys the investigators findings and the alternative recommendations in writing to the member
- informs them of their right to appeal → **see appeals procedure**