



British Association for Forensic Anthropology

**Terms of Reference
Complaints and Disciplinary Committee**



British Association for Forensic Anthropologists

1. Membership

The Steering Committee shall appoint members of the Complaints and Disciplinary Committee and may replace or remove members from time to time. The Complaints and Disciplinary Committee shall comprise four members of the Steering Committee including the Chair. Members of the Complaints and Disciplinary Committee shall appoint the Chair. The Complaints and Disciplinary Committee may, at its discretion, appoint external advisors who are not members of the Steering Committee or the Complaints and Disciplinary Committee. The Chair of the Steering Committee shall be designated as *ex-officio* member of the Complaints and Disciplinary Committee.

2. Mandate

To investigate and determine the outcome of a Complaint referred to the Complaints and Disciplinary Committee regarding a Member's conduct pursuant to the Association's Code of Conduct and in line with the Association's Complaints and Disciplinary Procedures.

4. Responsibilities

The Complaints and Disciplinary Committee shall:

- Conduct investigations of a Complaint fairly, objectively and transparently
- Determine disposition of a Complaint
- Refer an Appeal to the Chair of the Steering Committee
- Implement disciplinary sanctions on behalf of the Steering Committee
- Inform the person wishing to make the complaint (hereafter referred to as "The Complainant"), the person against whom the complaint is made (hereafter referred to as "The Subject") and the Chair of the Steering Committee about actions taken. The Chair of the Complaints and Disciplinary Committee is the designated focal point for outgoing communications regarding the Complaint. The Chair of the C&D Committee is the focal point for communications to the Steering Committee.
- Inform Complainants and Subjects about the discipline process as applicable.

3. Duties

The Complaints and Disciplinary Committee shall:

- Meet at the request of the Chair of the Complaints and Disciplinary Committee, e.g., when a Complaint has been filed
- Meet at least once a year to ensure the proper functioning of the Complaints and Disciplinary Committee, review its procedures and ensure its compliance in line with the Association's Code of Conduct and Constitution
- Maintain minutes of its meetings which will record all decisions and actions taken
- Report its actions to the Steering Committee of the Association
- Propose changes to the Complaints and Disciplinary procedures to the Steering Committee
- Submit annually a report of its activities to the membership of the Association.



4. Confidentiality

Every member of the Complaints and Disciplinary Committee shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person.

5. Conflict of interest and disclosure by Members

Members of the Complaints and Disciplinary Committee must declare conflicts of interest prior to the discussion of individual files or at any time a conflict of interest or potential conflict of interest arises. A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the Chair of the committee and must either absent themselves from the discussion and voting or put the decision to the committee on whether they should absent themselves.

6. Amendment to Terms of Reference

The Steering Committee of the Association may amend the terms of reference of the Complaints and Disciplinary Committee from time to time based on recommendations of its Chair.