

**Motion: That the following suggestions developed by the participants of the 2018 IFF Assembly, for a Student Ethical Grievance procedure, be sent to the Governing Bodies of the TABs and the TABs. We strongly encourage them to develop and implement the procedures as soon as possible.**

### **Suggested Student Ethical Grievance Procedure**

If a student has an ethical issue that they are unable to resolve with the person concerned they may:

- Approach a member of the Educational faculty with whom they feel comfortable. Eg Training organiser, Assistant Trainer, Trainer.
- If the student is unable to resolve the issue within the Training, the next approach would be to contact the local Guild. (Students must be provided with contact details for this person as part of their initial contract documents)
- The local Guild Grievance/Ethics committee will deal with the complaint, according to their grievance protocol, if it involves someone who has been certified by them (or for whom this is their home Guild if certification is not available). If the person is certified by another Guild, the matter will be referred to the certifying Guild.
- The local contact person will follow the progress of resolution and ensure that the matter is formally concluded.
- The certifying Guild may request the local Guild to assist with the initial enquiry. The IFF mediation committee may be requested to assist if the local Guild is unable to handle the matter. (eg very small Guilds)
- In the event that the complaint is about a Training organiser or related person who is not a member/practitioner of a Guild, the local Guild will refer the matter to the accrediting TAB who will resolve the issue or may suspend or cancel the Training accreditation.
- If the Grievance/Ethics committee, determines that disciplinary action is required, they will inform their Board, who will take appropriate action. This may involve reprimand, suspension or revocation of certification (or membership).
- The Accrediting TAB must then be informed of what action has been taken, so that they can take action on any matters pertaining to the Training.
- The certifying Guild must also inform all Governing bodies and other Guilds that disciplinary action has been taken. They may request the IFF secretary to arrange for email distribution.
- In the event that there is no local Guild then the contact details for the accrediting TAB will be provided to the students.

### **Requirements of TABs**

- The TABs will ensure that local Guilds understand the responsibility of accepting a Training program in their community. This means that the Guilds must have an ethical grievance protocol and nominate a point of contact for Student ethical grievance complaints
- TABs will ensure that students are provided with a copy of the Student Ethical grievance procedure which includes local contact details (or TAB), as part of their initial student agreement.
- TABs will require that Training organisers have a contract with all staff, agreeing to abide by a code of Ethical conduct and make them aware that in the event of an ethical disciplinary action the result will be shared with all TABs and Guilds.

### **Requirements of Guilds**

Guilds must agree to take local responsibility for Ethical complaints and must nominate a contact person for such complaints. Contact details are to be listed on Guild website and IFF website. Guilds should have a requirement to abide by code of ethics as part of certification (or membership) requirements.

Required for New Trainings. Recommended for current Training