



## **ADM-107: Disciplinary Policy – 26 October 2018**

### **Purpose**

This policy governs the rights of INCOSE when there are infractions of the body of INCOSE policies.

### **Applicability**

This policy is applicable to all INCOSE members who are expected to act legally, respectfully, honorably, honestly, justly, and responsibly in both their personal and professional capacities.

### **Definition**

For the purpose of this policy, the term “*INCOSE Policies*” includes the entirety of approved INCOSE policies and the INCOSE Code of Ethics, collectively.

### **Policy Content**

All INCOSE members are responsible for understanding and complying the “*INCOSE Policies*”. Failure to abide by the INCOSE Policies may result in disciplinary action up to and including termination of membership without recourse to refund unused fees portions.

INCOSE reserves all legal and equitable rights.

INCOSE may consider disciplinary action in situations where the conduct of an INCOSE member appears to be detrimental to INCOSE, INCOSE members, or persons acting on behalf of INCOSE. This policy also covers situations and decisions described in ADM-105 Whistleblower and ADM-109 Grievance.

The purpose of disciplinary action is to improve INCOSE member behavior or to address violations of INCOSE Policies. INCOSE will strive to ensure that members have an understanding of INCOSE’s expectations regarding disciplinary measures.

All discussion regarding the particular disciplinary action shall be kept confidential by all parties involved and confined to those assisting in its investigation and resolution. A record of actions, including ADM-03 Disciplinary Notice Form, may be retained by the INCOSE Administrative Office. The Chair of the Grievance Committee may request access to these records.

### **Related Policies**

ADM-105 Whistleblower Policy

ADM-109 Grievance Policy



**SUPERSEDES: ADM-107 dated 1 February 2017**

**APPROVED BY: INCOSE Board of Directors, Cape Town, South Africa, 26 October 2018**

**POLICY OWNER (RACI Responsible R): Secretary**

**MAINTAINED BY (RACI Accountable A): President**