



ADM-107: Disciplinary Policy – 29 January 2023

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 with the “*INCOSE Policies*”. Where there is a conflict in the interpretation of an INCOSE Policy and the local Chapter policy, the local Chapter’s policy will take precedence and the INCOSE Board of Directors shall be informed.

Failure to abide by the INCOSE Policies may result in disciplinary action up to and including termination of membership without recourse to refund unused fee portions. Additionally, INCOSE awards, certification, and recognition may be rescinded.

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-FORM-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

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ADM-109 Grievance Policy

Related Procedures, Templates, and Forms

ADM-FORM-03 Disciplinary Notice Form

SUPERSEDES: ADM-107 dated 30 January 2023

APPROVED BY: INCOSE Board of Directors, Q1 BoD Meeting Torrance CA, 29 January 2023

MAINTAINED BY: (RACI Responsible R): Secretary

POLICY OWNER: (RACI Accountable A): President