

PAFN PAFN Code of Conduct Enforcement Policy

1. Purpose

This policy outlines the procedures for addressing breaches of the Peterborough Area Fundraisers Network (PAFN) Code of Conduct, ensuring a respectful and inclusive environment during all PAFN sessions and activities.

2. Scope

The Code of Conduct outlines PAFN's expectations for member behaviour and identifies prohibited conduct at all PAFN events, meetings, and interactions, whether in person or virtual. It also reinforces PAFN's bylaws and the AFP Code of Ethical Standards.

Members are defined as individuals or organizations with a current PAFN membership.

3. Reporting a Complaint

Who Can Report: Any current PAFN member or participant in a PAFN session who experiences or witnesses conduct that violates the Code of Conduct.

How to Report: Complaints can be submitted through PAFN's anonymous [online complaints form](#).

Information to Include: Details of the incident, including date, time, location, individuals involved, and a description of the behaviour.

4. Investigation Procedure

Initial Review

Upon receiving a complaint, the PAFN Executive will:

- Acknowledge receipt within 5 business days.
- Assign two executive members to review the complaint.

Investigation Steps

1. Gather information from the complainant, respondent, and any witnesses.
2. Aim to complete the investigation within 30 days of receiving the complaint.
3. Based on the findings, the executive will determine if the Code of Conduct was violated and decide on appropriate actions.

All information will be kept confidential and shared only with those directly involved in the investigation.

5. Possible Consequences

Depending on the severity and nature of the violation, consequences may include:

- Verbal Warning: For minor, first-time offences.
- Written Warning: Documented notice of misconduct.
- Suspension: Temporary removal from PAFN activities.
- Termination: Revocation of membership and permanent ban from PAFN events.

All decisions will be communicated in writing to the involved parties.

6. Appeals Process

The respondent may appeal the decision within 14 days of receiving the outcome. They can do so by submitting a written appeal to the PAFN executive outlining the grounds for appeal.

An independent committee, not involved in the original investigation, will review the appeal and make a final decision within 30 days.

7. Protection Against Retaliation

PAFN prohibits retaliation against anyone who reports a complaint or participates in an investigation. Any acts of retaliation will be treated as a serious violation of this policy.

8. Record Keeping

All records related to complaints, investigations, and outcomes will be securely stored for a minimum of two years. Access is restricted to authorized executive members.

9. Policy Review

This enforcement policy will be reviewed annually to ensure its effectiveness and updated as necessary.