FEDERATION EUROPENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS	Number: C2 Issue: Ver 6 Date: May 2018
REGULATIONS	Approval Authority
Grievance and Disciplinary Procedures	COUNCIL

#### 1 OBJECTIVE

To ensure that there are procedures for dealing with appeals and complaints that Members and other individuals may have against the activities of the EFG or its Members or against European Geologists in accordance with Statutes Articles 6 and 22.

### 2 SCOPE

This Regulation covers the following:

- (i) The establishment by Council of a Standing List of experienced and longstanding European Geologists who are not members of Council and are available to be members of Review or Investigation Panels;
- (ii) An appeal by an applicant who has applied to be awarded the title of European Geologist and who has not been proposed for award of the title (Statutes Article 22):
- (iii) The procedure for removal of the title of European Geologist on the grounds that significant misinformation was provided at the time of the original application for the award of the title:
- (iv) The procedure for the investigation of allegations against a Member of the EFG or an individual European Geologist for breach of the Code of Ethics (Statutes Articles 6 and 22)

#### 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

Regulation E2: Procedure for award of the title of European Geologist

Regulation E4: Licensed Bodies Regulation C1: Code of Ethics

## 4 REVIEW AND INVESTIGATION PANELS

The Registration Authority shall maintain a Standing List of at least 10 experienced and long standing European Geologists who are not members of Council and who are able to act on Review or Investigation Panels established under these Grievance and Disciplinary Procedures. Members of Council may nominate persons of suitable standing to be on the List. European Geologists would not be added to this list without their specific permission and may resign from the List at any time, and the Registration Authority may appoint replacements at any time. The list will be available to the EFG Board.

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# **5 PROCEDURES**

# 5.1 An appeal related to award of the title of European Geologist

The procedure for the award of the title of European Geologist is described in Regulation E2. Following receipt from a candidate of an application, the Regulations allow for rejection of an application on the grounds that the candidate is judged not to meet the requirements for award of the title of European Geologist. A candidate that is rejected may appeal against the rejection by writing to the Secretary General stating the grounds for the appeal.

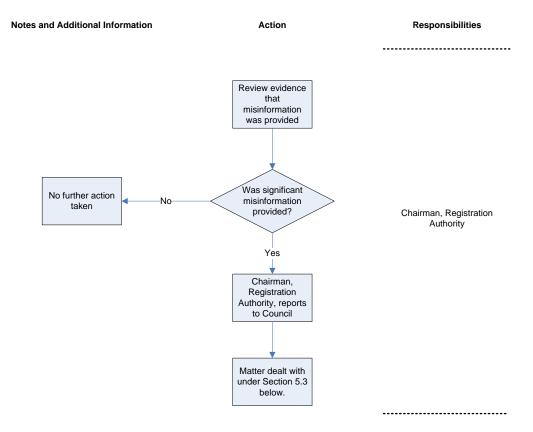
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#### **Notes and Additional Information** Action Responsibilities ..... Appeal submitted Appellant in writing to the Secretary General Write to appellant, acknowledge receipt of appeal Secretary General and state that the appeal is being considered Compile information pack on appellant including application National Vetting Committee, form, scrutineers' reports and Licensed Body copies of all correspondence related to the application -----Appoint Review Chairman, Registration Panel from Authority Standing List -----Issue information packs to members Office of the Review Panel The Review Panel shall meet to ..... review the information within not more than four weeks of receipt of the Review written appeal. The Review Panel may seek further information from the information pack and prepare report National Vetting Committee, Licensed **Review Panel** for Council Body or appellant. The Review Panel may conduct their meeting by electronic means, such as e-mail. ...... Possible actions are to reject appeal, Council considers uphold appeal and award the title of report and decides European Geologist or decide that the Council on actions to be candidate's application will be re-evaluated utilising alternative taken scrutineers Write to appellant stating the The decision of Council is Final Secretary General outcome of the appeal

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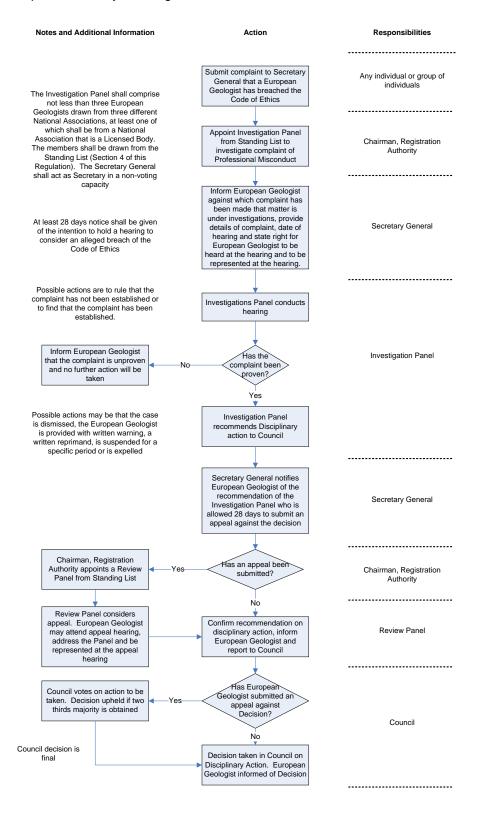
# 5.2 Removal of a European Geologist on the grounds that significant misinformation was provided at the time the application for award of the title was submitted

If evidence becomes available that misinformation was provided at the time of the original application for award of the title of European Geologist, this evidence will be referred to the Chairman of the Registration Authority for investigation.



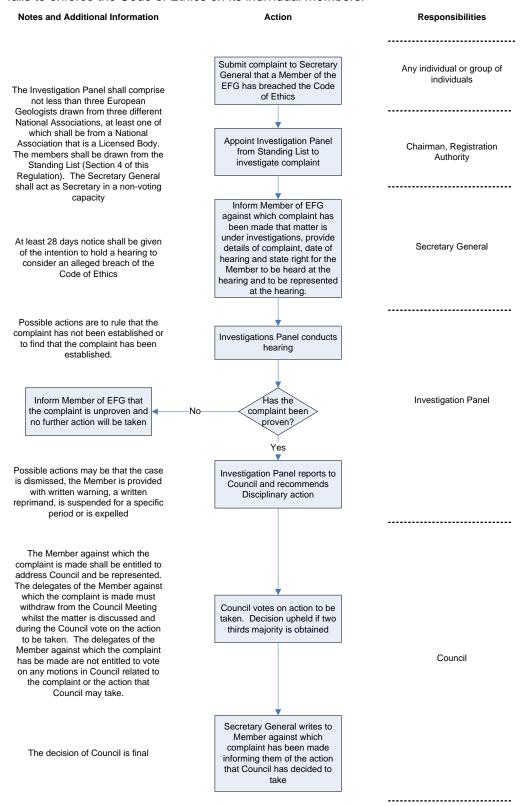
# 5.3 Investigation of allegations made against an European Geologist for breach of the Code of Ethics

Any holder of the title European Geologist found to have violated any of the applicable standards prescribed in the Code of Ethics (Regulation C1) shall be subject to discipline as provided for by this Regulation.



# 5.4 Investigation of allegations made against a Member of EFG for breach of the Code of Ethics

An example of a Member failing to enforce the Code of Ethics could be that the Member fails to enforce the Code of Ethics on its individual members.



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## 6 RECORDS

Any Review or Investigation Panel will be responsible for maintaining such records of the Panel's activities as they consider appropriate for the effective conduct of their business.

Any document prepared and/or circulated as part of these procedures shall be sent to the Chairman of the Registration Authority on completion of the process. The records shall be destroyed one year after Council has voted on the outcome of the process.