

Disciplinary Procedure

A Membership Termination

ABM may by notice terminate membership with immediate effect if a Member or its representatives:

Commits any act of gross misconduct, gross professional misconduct or repeats or continues (after written warning) any other material breach of the Code of Ethics

B Disciplinary Procedure

1 Purpose

To ensure consistent and fair treatment of all Members who are in breach of the Code of Conduct.

2 Principles

2.1 At all stages the Member will be advised of the nature of the breach of the Code of Conduct, and where possible be provided with evidence before any meeting.

2.2 At all stages the Member will have the right to be accompanied by a fellow Member (or authorised representative of a Member as appropriate) during any disciplinary meeting when the Member has made a reasonable request to be accompanied. The Member's chosen companion will be entitled to address the meeting but not to answer questions on the Member's behalf.

2.3 The information relating to any disciplinary proceedings shall remain confidential.

2.4 The timing and location of every meeting shall be reasonable.

3 Procedure

3.1 The Disciplinary and Membership Committee (consisting of 3 directors appointed by the Board) shall be responsible for adjudicating on matters arising from a breach of the Code of Ethics.

3.2.1 Written confirmation of every decision made under the Disciplinary Procedure will be provided to the Member.

3A Informal Procedure

Minor breaches of the Code of Ethics (namely, those in respect of which no disciplinary action is intended to be taken by ABM) will be dealt with informally but where the matter is more serious or there is a dispute from an allegation of a minor breach then the standard procedure will apply, save that in cases of gross misconduct or gross professional misconduct immediate termination without warning or after a hearing at the discretion of the Disciplinary and Membership Committee.

3B Standard Procedure

3B.1 The principle shall be that a Member will receive three warnings, after which the membership will be terminated from ABM. The warnings will be as follows:

3B.1.1 Initial verbal or written warning;

3B.1.2 Second written warning;

3B.1.3 Final warning

3B.2 A meeting may be held at any stage during the procedure in paragraph 3B.1 above if it is thought necessary by the Disciplinary and Membership Committee or if reasonably requested by the Member.

3B.3 The Disciplinary and Membership Committee shall have power to impose conditions of membership to cover future conduct of any Member following an implementation of the Disciplinary Procedure. Power to terminate membership.

3B.4 Details of any Member expelled from ABM may, at the discretion of the Disciplinary and Membership Committee, be shown on the ABM website as an expelled member for such a period as may be determined by the Disciplinary and Membership Committee.

3C Right of Appeal

In the event of instant termination of membership or termination after a hearing or warning the right of appeal shall be exercisable by the member within 14 days of receipt of any decision to the full Board of ABM.

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