

CODE OF ETHICS/BYLAWS VIOLATION COMPLAINT POLICY & PROCESS

I. Purpose

The Canadian Association of Professional Pet Dog Trainers (CAPPDT) operates according to a Code of Ethics (“Ethics”) and a set of governing documents including the Mission and Bylaws of the Association (“Bylaws”) and underlying procedures and position statements. The purpose of this policy is to outline the procedures to be followed when a CAPPDT member is accused of having violated any policies of the organization.

II. Application of Policies A. No individual is eligible to apply for membership unless the individual is in compliance with all applicable Bylaws and Ethics unless the infraction is deemed minor and remedied within a reasonable time frame. Each individual bears the burden for demonstrating and maintaining compliance at all times. The CAPPDT may deny or revoke a membership when an individual is found to be out of compliance with the Bylaws or Ethics or has made a material misrepresentation as part of their application for certification.

B. In accordance with the Bylaws, the Board of Directors of the CAPPDT shall have the power to revoke permanently a membership, or to take any other appropriate disciplinary action that lies within the purview of the CAPPDT, upon presentation of sufficient evidence that the person in whose name the membership was issued has acted in violation of the CAPPDT’s Bylaws, or Ethics. The Board of Directors will have the power to suspend, expel or reprimand any member if, he/she has violated:

- (i) The Bylaws of the Incorporated Association;
- (ii) The Code of Ethics of the Incorporated Association, and/or
- (iii) Any Federal or Provincial laws governing the inhumane treatment of animals.

The Board of Directors also have the power expel a member who has committed an act which is considered prejudicial to the objectives and aims of the Corporation or the interests of its membership or their dogs or their client’s dogs. Should the member in question be on the Board of Directors at the time of such vote, the vote must be unanimous excluding the vote of the member in question.

C. The CAPPDT Board of Directors shall appoint a Lead Investigator (“LI”) or three-member Complaints Committee (“CC”) to consider alleged violations of the Bylaws or Ethics, depending on the complexity of the investigation required. A LI or CC member may not serve to review any matter in which their impartiality might reasonably be questioned or which presents either an actual or an apparent conflict of interest. All actions to be taken as a result of an investigation shall be determined by a majority vote of the Board of Directors.

III. Review and Appeal Procedures

A. Allegations of any violation of the CAPPDT Ethics or Bylaws shall be submitted to the Chair via registered mail to the corporate address or email to the chair @ccpdt.org:

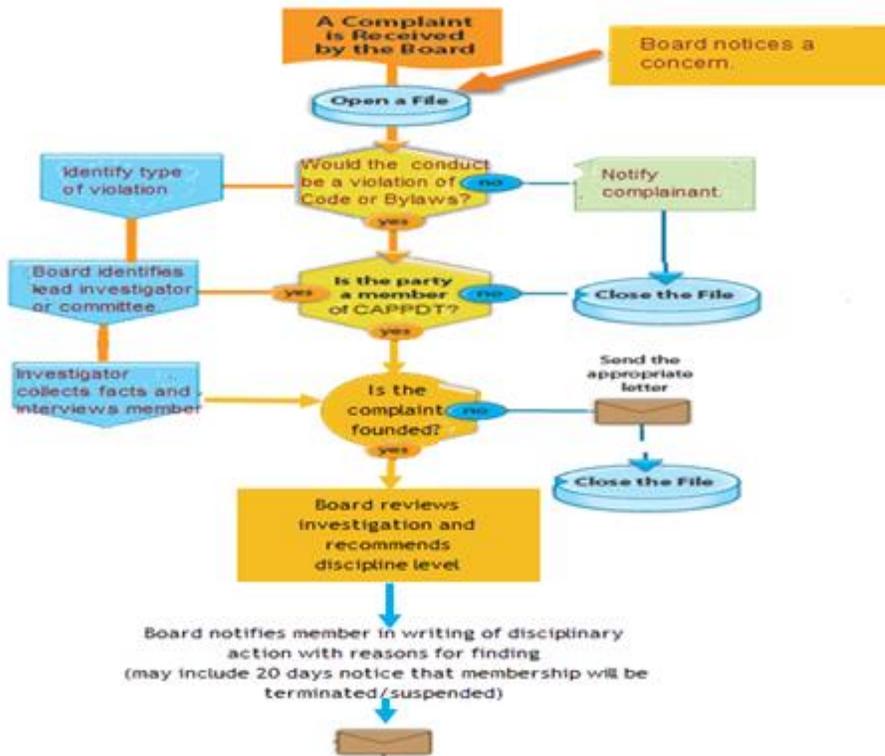
1. The complaint must contain the name, address, email address and telephone number of the person alleging the wrongful conduct. In the event that the Complainant does not know all contact information, the complaint must contain sufficient identifying and contact information for the CCC to positively identify the member that is the subject of the complaint. Anonymous complaints will not be entertained. The complaint must also note whether they have had contact with any regulatory/law enforcement to take legal action in the matter.
2. Any person alleging a violation of CAPPDT’s Bylaws or Ethics should identify in writing the individual member in question and the specific facts concerning the alleged conduct with as much detail as possible. Persons lodging a complaint are encouraged to identify the section of the Bylaws or the Code of Ethics that they believe have been violated by the member.

3. Members of the general public will not be required to pay a fee to lodge the complaint, however fellow CAPPDT members, associate members or non-member trainers will be required to pay a \$100.00 fee when lodging their complaint to cover the costs of the investigation. The deposit, in full, will be returned if such complaint is substantiated. When such complaint fails to be substantiated, the deposit will be forfeited and placed into Corporation funds.

B. If an initial investigation determines that the allegations are frivolous or fail to state a violation of the CAPPDT's Ethics or Bylaws or the allegations and facts are inadequate to sustain a finding of a violation the LI or CC will notify the Board of Directors of the finding. No further action shall be taken and the complainant shall be notified of that determination. The subject of the complaint may or may not be notified in this instance.

C. If, after the initial investigation, the LI or CC finds that good cause exists to question whether a violation of the CAPPDT's Bylaws or Ethics has occurred, they begin a full investigation. As part of the investigation the member in question will be interviewed and their comments noted. Within a reasonable time frame, investigators shall transmit a statement of the allegations, along with any supporting evidence to the Board. The full process is outlined below.

IV. PROCESS OVERVIEW and INVESTIGATION



The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period.

In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation.

V. Right of Appeal

Any Member suspended or expelled will have the right to appeal the decision of the Board of Directors to the General Membership by printing their appeal via the Corporation newsletter within three (3) months of such decision. The suspended or expelled member who wishes to appeal will bear any and all costs incurred in such an appeal. The appeal will be reviewed by an independent third party (made up of a minimum of three (3) professional members not on the Board of Directors, agreeable to both member and the Board of Directors. Suspension when imposed, automatically deprives the member of the privileges of the Corporation for the period ordered.