

# **Society of Ortho-Bionomy International® Grievance Policy**

## **1.2.5 Grievance Policy**

- 1.2.5.1** Grievance Policy, Grievance Procedure Handbook, and Grievance Forms to file are available on the website to members and non-members
- 1.2.5.2** Professional Conduct Committee (PCC)
  - 1.2.5.2.1** All grievances go through the PCC
  - 1.2.5.2.2** PCC consists of three members elected by voting members of SOBI
    - 1.2.5.2.2.1** Results to be compiled confidentially by the SOBI office staff
    - 1.2.5.2.2.2** PCC members remain confidential, known only by the SOBI office staff
  - 1.2.5.2.3** Committee members must be Advanced Practitioner Members and above. At least one member must be an Instructor Member
  - 1.2.5.2.4** PCC members will serve for one grievance or a three-year term, whichever comes first. No two terms can be consecutive.
  - 1.2.5.2.5** Committee members must recuse themselves from a grievance if they have a conflict of interest and be replaced by a member of the Reserve Pool, as described in the PCC Handbook.
  - 1.2.5.2.6** The PCC can reserve the right to expand their committee from the Reserve Pool to 5 members at their discretion for a specific grievance
  - 1.2.5.2.7** Once the PCC has overseen one active grievance, a new PCC is chosen from the Reserve Pool, as described in the PCC Handbook.
  - 1.2.5.2.8** If more than one grievance is active at the same time, additional PCC members are chosen from the Reserve Pool to form an additional PCC, so that each grievance has a separate committee specific to that grievance.
- 1.2.5.3** File a formal grievance
  - 1.2.5.3.1** Grievance form confidentially goes directly to the PCC Chair via the office
  - 1.2.5.3.2** Grievance can be filed by members or non-members
  - 1.2.5.3.3** Grievances cannot be filed anonymously
- 1.2.5.4** PCC investigates
- 1.2.5.5** PCC reports to the Board
  - 1.2.5.5.1** Board members must recuse themselves if they have a conflict of interest, if they are the complainant, or if they are the respondent
  - 1.2.5.5.2** PCC compiles their report and makes a recommendation for the Board and submits it to the office
  - 1.2.5.5.3** The PCC can redact information to protect the privacy of the parties
- 1.2.5.6** Board reviews the report and votes on the PCC recommendation
  - 1.2.5.6.1** No action to be taken
  - 1.2.5.6.2** Action to be taken (no hearing needed)
  - 1.2.5.6.3** Hearing needed before an action can be taken

**1.2.5.6.4** Any action which would result in expulsion from the Society requires a Special Board Hearing (also known as a Special Meeting)

**1.2.5.7** An appeal may only be filed within 20 business days after the Board's decision

**1.2.5.8** After one appeal, the Board's decision is final

**1.2.5.9** Automatic grievances

**1.2.5.9.1** The office files a grievance on behalf of the Society whenever an automatic grievance is triggered by Policy

**1.2.5.10** PCC reports that lead to a permanent expulsion are to be kept indefinitely

**1.2.5.10.1** All other PCC reports are to be expunged from the record after 7 years

**1.2.5.11** The Statute of Limitation to file a Grievance is 1 year from the date of the incident

**1.2.5.11.1** The Board reserves the right to extend the Statute of Limitation

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