



# Badger Pets and Handlers (Badger-PAH) Standard Operating Procedures

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## Disciplinary Action

Version 1.0.0  
Revision Date: 08/20/2020

### 1. Purpose

- a. The Badger-PAH disciplinary procedures are designed to provide a structured process to prevent a recurrence of undesirable behavior and issues with current members. Outlined below are the Badger-PAHs disciplinary procedures. These procedures will be used by the Board of directors and the Investigatory Committee as they see fit. Badger-PAH reserves the right to combine or skip steps depending on the facts of each situation, and the nature of the offense. Some of the factors that will be considered but are not limited to are, whether the offense is repeated despite prior warnings or counseling, and the impact the conduct or issue has on the organization.

## 2. Procedures

- a. Step 1: Written Warning
  - i. The Board or Investigatory Committee will prepare a written warning for the situation. The Board or committee will outline the consequences for the member if they continue to fail to meet the Board's or Investigatory Committee's expectations.
- b. Step 2: Final written warning
  - i. The Board or Investigatory Committee will prepare a second written warning for the situation. The Board or Investigatory Committee will outline the consequences for the member if they continue to fail to meet the Board's or Investigatory Committee's expectations.
- c. Step 3: Probationary period
  - i. The Board or Investigatory Committee may decide to place a member in a probation period. During such a time the Board will observe this member's behaviors and interactions with others to make sure they are in compliance with the Badger-PAH code of conduct. A probation period's length of time is at the discretion of the Board or Investigatory Committee. The Board or Investigatory Committee will outline the consequences for the member if they continue to fail to meet the Board's or Investigatory Committee's expectations.
- d. Step 4: Suspension of membership
  - i. When warranted The Board or Investigatory Committee may decide to suspend a members membership. During the suspension the member may not attend any Badger-PAH affiliated events. The length of the suspension will be depending on the severity of the situation and determined by the Board. The Board will outline the consequences for the member if they continue to fail to meet the Board's or Investigatory Committee's expectations.

- e. Step 5: Termination of membership
  - i. The last and most serious step in the process is termination of membership. Generally, Badger-PAH will try to exercise the nature of these procedures by providing written warnings, probation periods, or suspending the member from Badger-PAH before proceeding to termination of membership.
- 3. Documentation
  - a. Disciplined parties shall receive a copy of all disciplinary documents and Badger-PAH will keep a record of all disciplinary documents as well.
- 4. Updates
  - a. Badger-PAH may update this policy at any time and will notify membership in the event of an update.

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