

# Auckland Diving Community Trust

## Disciplinary Procedure

The Auckland Diving Community Trust is committed to maintaining a safe, respectful, and supportive environment for all members, staff, volunteers, and stakeholders. This procedure outlines how the Trust addresses behaviours or actions that do not meet the standards set out in the **Auckland Diving Community Trust - Code of Conduct**, policies, or rules.

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## 1. Scope

This procedure applies to all members, coaches, volunteers, staff, and individuals representing Auckland Diving. It is intended to address breaches of the **Auckland Diving Community Trust Code of Conduct** and any related policies or rules.

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## 2. Stages of the Procedure

### Stage 1: Formal Verbal Warning

- Where behaviour does not meet the **Auckland Diving Community Trust - Code of Conduct**, a formal verbal warning may be issued.
- The warning will:
  - Identify the behaviour or issue of concern.
  - Clarify the improvement required.
  - Be recorded in writing and kept on file for reference.

### Stage 2: Formal Written Warning

- If the issue persists, or in cases of more serious breaches of the Code of Conduct, a formal written warning will be issued.
- The written warning will:

- Detail the nature of the misconduct or breach.
  - Outline the required corrective actions.
  - State the potential consequences if the issue is not resolved (including possible expulsion).
- A copy of the warning will be provided to the individual and retained by the ADCT.

### Stage 3: Potential Expulsion

Where behaviour continues to fall short of the **Auckland Diving Community Trust - Code of Conduct**, or in cases of gross misconduct, ADCT may initiate proceedings for expulsion.

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## 3. Gross Misconduct

Certain behaviours that seriously breach the **Auckland Diving Community Trust - Code of Conduct** may justify bypassing earlier stages of this procedure and moving directly to potential expulsion.

Examples include (but are not limited to):

- Physical violence or threats of violence.
  - Harassment, bullying, or discrimination.
  - Serious breach of safety rules or conduct endangering others.
  - Theft, fraud, or dishonesty.
  - Bringing ADCT into serious disrepute.
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## 4. Record Keeping

All disciplinary actions will be documented, stored securely, and retained for a reasonable period in accordance with privacy laws.

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