

**RULES AND PROCEDURES FOR THE IMPLEMENTATION AND UPHOLDING OF THE
INSTITUTE'S CODE OF PROFESSIONAL PRACTICE AND ETHICS**

The Institute of Trichologists

Complaints Handling Procedure – Part B

**RULES OF PROCEDURE FOR DISCIPLINARY HEARING AT A
BOARD MEETING**

- B1.** At a meeting convened for the purpose of conducting a disciplinary hearing, the Independent Chair of Ethics hearing shall conduct the business of the meeting in an objective and non-partisan manner and shall have no vote as Chairman of the meeting. The primary responsibility of the Independent Chair of Ethics of the meeting is to ensure that the hearing is conducted fairly, lawfully, and in accordance with the principles of natural justice. The panel will consist of a member with MIT or FIT status and no less than two independent professional members. All panel members will have no previous involvement in the case or any conflict of interest that could influence decision-making and will be diverse in representation.
- B2.** The Chair of Ethics will present information gathered from the fact finding exercise and shall take no part in the business or deliberations of the panel other than as described below.
- B3.** The Chair of the Ethics Committee shall have up to 20 minutes to present the case against the member and may call such witnesses as he or she thinks fit.
- B4.** The member (and/or his or her solicitor) shall have up to 10 minutes to question the Chair of the Ethics Committee and/or any witness (es) on the case presented. (All questions must relate only to what has been presented; nothing new or extraneous to be introduced at this stage)
- B5.** The member (and/or his or her solicitor) shall have up to 20 minutes to present the member's defence and may call such witnesses as he, she or they thinks fit.
- B6.** The Chair of the Ethics Committee shall have up to 10 minutes to question the member and/or any witness (es) on his or her defence. (All questions must relate only to what has been said by the member and/or his solicitor; nothing new or extraneous to be introduced at this stage).
- B7.** Board members shall have up to 20 minutes to question both the Chair of the Ethics Committee and the member and/or his or her witness (es). (All questions must relate only to what has been presented; nothing new or extraneous to be introduced).
- B8.** The Chair of the Ethics Committee shall have up to four minutes to sum up the case for the Ethics Committee.
- B9.** The member and/or his or her solicitor shall have up to four minutes to sum up the member's defence.
- B10.** The Chair of the Ethics Committee, the member (and his or her solicitor) and all witnesses shall leave the room while the Independent panel deliberates and comes to its conclusion.
- B11.** The panel shall consider whether the member is 'guilty of misconduct in a professional respect' such as to warrant his or her expulsion from Institute membership in accordance with Article 8. (Following the recommendations by the panel the IOT Board has power under the Articles to remove the member from membership but does not have the specific power to apply any fine by way of compensation but can reprimand, by written warnings, request further training and/or suspend from membership, or continued membership with conditions attached, or a combination of any of these).

B12. The Chair of the Ethics Committee and the member (and his or her solicitor) shall be invited back into the meeting to be informed of the panel's findings and decisions. The member shall also be advised of the right of appeal. (The member may opt to be informed of the panel's decision in writing).

B13. Within 48 hours after the conclusion of the hearing, The Independent Chair of Ethics shall inform the member and the Chair of the Ethics Committee in writing of the findings and decisions of the panel. At the same time will advise the member in writing of his or her right to appeal.