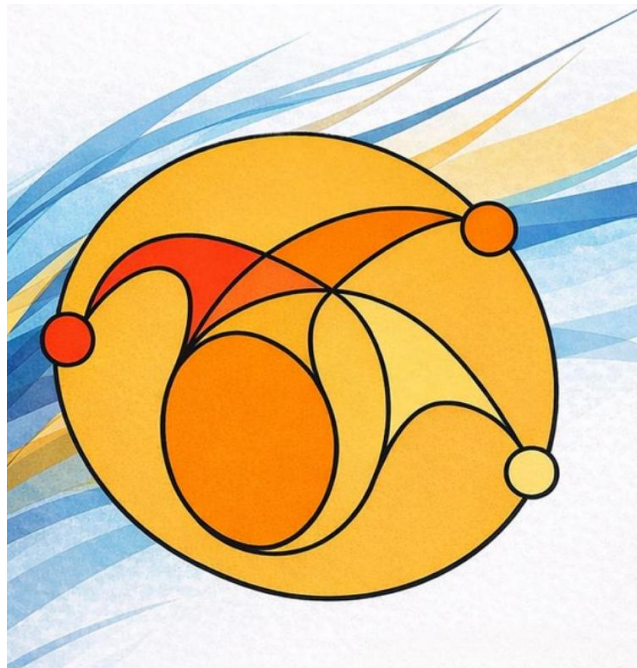


THE
PROVOCATIVE CHANGE
WORKS
DISCIPLINARY POLICY





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Membership Disciplinary Policy

THE ASSOCIATION FOR PCW PRACTITIONERS

Effective Date: January 01, 2026

Review Date: January 01, 2027

Version: 1.0

Policy Statement

The Association for PCW Practitioners (hereafter referred to as “the Association”) is committed to maintaining the highest standards of professionalism, ethical behaviour, and accountability among its members. This policy provides a structured approach to addressing allegations of misconduct, ensuring fairness, consistency, and compliance with UK and international regulations.

Purpose

The purpose of this policy is to:

- ☐ Ensure fair, consistent, and transparent handling of alleged misconduct.
- ☐ Safeguard the credibility of PCW and the reputation of the Association.
- ☐ Protect clients and members by maintaining professional and ethical standards.

Scope

This policy applies to all members of the Association who are certified PCW practitioners, including those who are self-employed. Membership in the Association is voluntary but required for official recognition as a PCW practitioner.



Compliance with UK and International Regulations

The Association is dedicated to adhering to all applicable UK and international laws and standards to ensure ethical and professional practices.

Within the UK, this includes compliance with:

- ☐ The Data Protection Act 2018 (UK GDPR)
- ☐ The Equality Act 2010
- ☐ The Health and Safety at Work Act 1974

Internationally, the Association aligns with the General Data Protection Regulation (GDPR) and follows best practices in professional conduct and therapy ethics. All disciplinary actions and procedures will strictly comply with these regulations to maintain legality and fairness.

Definitions

Misconduct: Actions or behaviours that fail to meet the professional and ethical standards expected of members. Misconduct includes, but is not limited to:

- ☐ Breaches of the Association's Code of Conduct or ethical guidelines.
- ☐ Failure to fulfil professional or legal obligations.
- ☐ Behaviour that may harm the reputation of the Association or compromise client trust.

Gross Misconduct: Serious violations that significantly undermine the Association's reputation, endanger client safety, or erode public trust in the profession. Gross misconduct includes, but is not limited to:

- ☐ Fraud, dishonesty, or falsification of professional credentials.
- ☐ Discrimination, harassment, or abusive behaviour.
- ☐ Breaches of confidentiality, data protection laws, or misuse of sensitive information.
- ☐ Criminal activity or actions that pose a risk to public or client safety.



- Repeated or deliberate breaches of professional standards, even after prior warnings or corrective measures.

Disciplinary Procedure

The Association follows a structured approach to investigate and manage disciplinary issues. The process aims to allow for fair assessment and response to allegations, allowing the member to respond before any disciplinary action is taken.

Step 1: Initial Assessment and Informal Resolution

Reporting: Concerns regarding potential misconduct may be reported by clients, members, or the public to the Association's designated **Complaints Officer (CO)**.

Initial Review: The CO will assess the allegation to determine whether it can be resolved informally or requires a formal investigation. For minor issues, an informal discussion may suffice to resolve the matter.

Informal Action: For minor breaches, the CO may issue a verbal or written warning accompanied by guidance for improvement. While the matter is documented, no formal record is added to the member's file unless further issues arise.

All disciplinary processes will align with the **ACAS Code of Practice on Disciplinary and Grievance Procedures** to ensure fairness, consistency, and legal compliance.

Step 2: Formal Investigation

A formal investigation will be initiated if the alleged misconduct is deemed serious. The process includes the following steps:



Notification: The member will be informed in writing of the nature of the allegation and the initiation of a formal investigation. They will also be invited to participate and provide their account.

Evidence Gathering: The CO will collect all relevant information, including witness statements, documentation, and any supporting evidence.

Member's Response: The member will have the opportunity to respond to the allegations, present their account, and provide any supporting evidence or witnesses.

Step 3: Disciplinary Meeting

After the investigation, a disciplinary meeting will be held to allow the member to present their case and for the PCW Association Board to review the investigation's findings.

Notification: The member will receive written notice detailing the meeting's purpose, date, time, and location. They may bring a colleague or representative for support.

Presentation of Evidence: The CO will present the investigation's findings, and the member will have the opportunity to respond to the allegations and provide their perspective.

Deliberation: Following the meeting, the Association will review all evidence and the member's response before reaching a decision.

Outcomes of the Disciplinary Process

After the disciplinary meeting, a decision will be made and communicated to the member in writing within a reasonable timeframe. The possible outcomes are as follows:



No Action: If the evidence does not substantiate the allegations, no further action will be taken.

Warning: For minor breaches, a formal written warning may be issued. The warning will clearly outline the inappropriate behaviour, expectations for improvement, and the consequences of failing to comply with these expectations.

Suspension of Membership: In cases of significant concern, membership may be temporarily suspended. The suspension will remain in place until specific corrective actions are completed or until further review by the Association determines reinstatement is appropriate.

Cancellation of Membership: For gross misconduct or behaviour that severely undermines the Association's values and reputation, membership may be permanently cancelled. This outcome will only be decided after thorough investigation and deliberation by the Association.

The member will receive written notification of the decision, including the reasons for the outcome, any sanctions applied, and any further steps required, if applicable. The Association aims to ensure transparency and fairness throughout this process.

Appeals Process

Members have the right to appeal the decision by submitting a written request within 15 days of receiving the outcome. The appeal should outline the grounds for appeal, including any new evidence or arguments not previously considered.

Independent Review: An Appeal Officer, who was not involved in the original investigation, will review the case and conduct an appeal hearing if necessary.



Final Decision: The outcome of the appeal will be communicated to the member within 30 days. This decision is final.

Record-Keeping and Confidentiality

All disciplinary records, including proceedings, decisions, and actions, will be securely stored in compliance with the Data Protection Act 2018 (UK GDPR) and other applicable laws. Access to these records will be restricted, and all information will be handled with strict confidentiality.

Policy Review

This policy will be reviewed annually to ensure alignment with current legislation and professional standards. Updates will be communicated to all members.

Contact

Complaints Officer: associationforpcw@gmail.com

Issued by the PCW Association Board

This policy, effective January 01, 2026, has been approved by the **PCW Association Board**. It reflects the Association's commitment to professional standards and compliance.