



WWFC COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. They should report the matter to the Club Secretary or another member of the Committee.

Your report should include:

- Details of what, when and where the occurrence took place.
- Any witness statement and names.
- Names of others who have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and to whom made.
- A preference for a solution to the incident.

2. A sub section of the Club Committee will sit for any hearings that are requested.

3. The Club Committee will have the power to:

- Warn as to future conduct
- Suspend from membership
- Remove from membership

any person found to have broken the Club's Policies or Codes of Conduct.

4. Any appeal to the Club Committee decision(s) can be appealed in writing to the Club Secretary or another member of the Committee and will be heard by different members of the Committee. Procedures 2 and 3 above then apply.