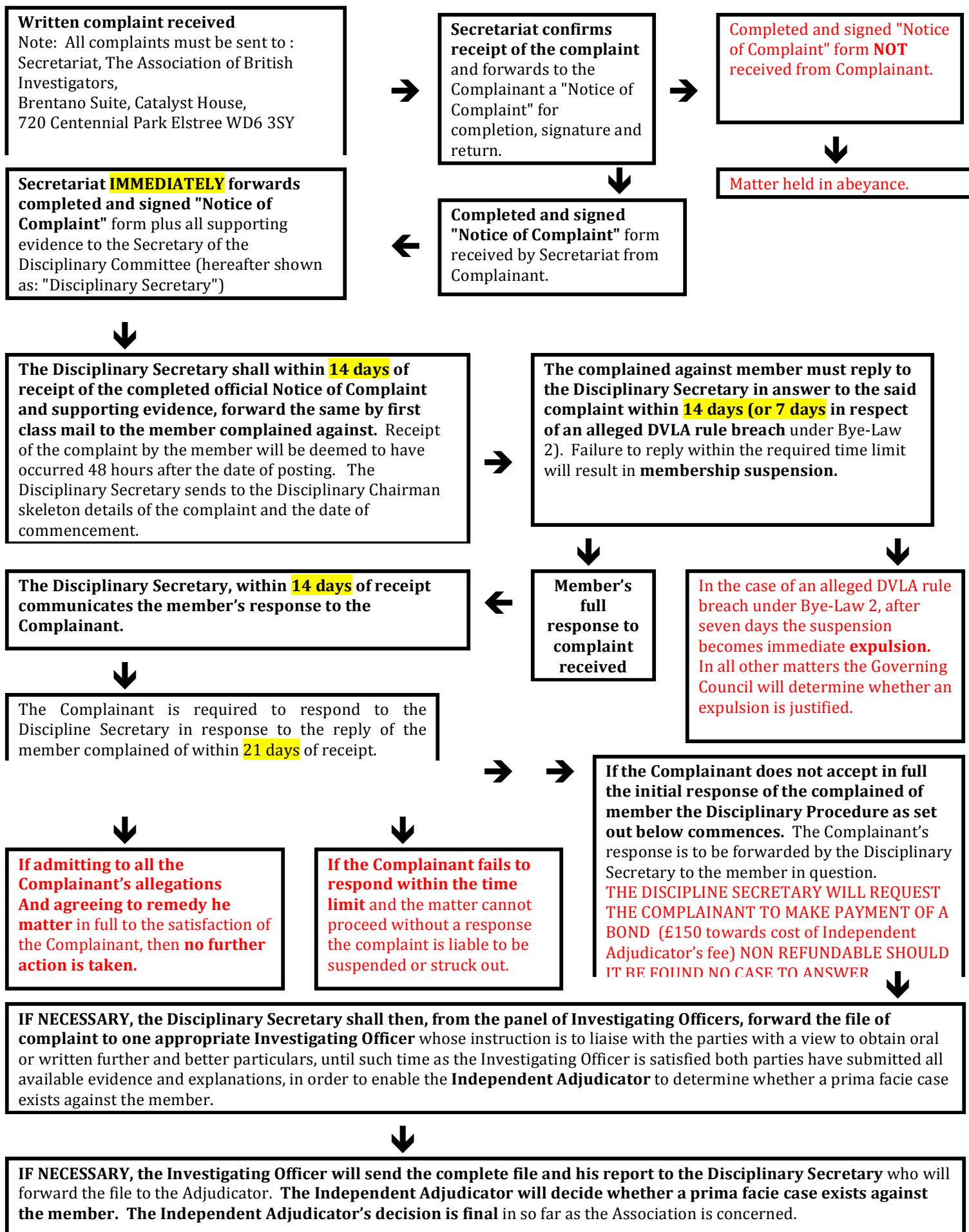


Association of British Investigators  
Disciplinary Process Flow Chart – Page 1 of 2  
FOR GUIDANCE ONLY



Association of British Investigators  
Disciplinary Process Flow Chart – Page 2 of 2  
FOR GUIDANCE ONLY

**CONTIUED FROM PAGE 1**

The Investigating Officer will send the complete file and his report to the Disciplinary Secretary who will forward the file to the Adjudicator. The Adjudicator will decide whether a prima facie case exists against the member. The Adjudicator's decision is final in so far as the Association is concerned.



The Independent Adjudicator will forward his findings to the Disciplinary Secretary within **14 days** of receipt.



**If it is determined no prima facie case exists, the Disciplinary Secretary will as soon as is practicable notify all parties in writing. The case is then considered closed.**



**If a prima facie case exists** the member against whom the complaint is made, will be sent a Notice of Complaint by the Disciplinary Secretary detailing the alleged breach or breaches of the Articles/Bye Laws/Code of Ethics. The Notice of Complaint is deemed received 24 hours after date of posting.

The defending member must reply in writing to the Disciplinary Secretary within **14 days** of receipt of the Notice of Complaint and submit any additional statements of fact or documentary evidence **not previously available** for consideration by the Disciplinary Committee.



**If the Adjudicator determines that punishment as detailed in Bye Law 21.c would not reasonably be considered appropriate** then the Disciplinary Secretary must, as soon as practicable, arrange a Disciplinary Committee case management meeting. All parties concerned must be advised by the Disciplinary Secretary of the date and time, of the case management meeting by first class recorded delivery post not less than **21 days** before the meeting. Only the Disciplinary Committee and the Chairperson will be invited to attend to consider the evidence, which if found to be of such a minor nature may unconditionally discharge the member and/or recommend suitable advice.



**Case Management Meeting**

The Disciplinary Committee will consider all the documentary evidence as presented by the Disciplinary Secretary.

**If the Independent Adjudicator determines that punishment as detailed in Bye Law 21.c would reasonably be considered appropriate, the Disciplinary Secretary will arrange a Disciplinary Hearing to take place.**



**If the Disciplinary Committee considers that the member complained of is guilty of an offence as defined by Bye-Law 19 then they may impose a punishment as defined by Bye-Laws 21.a and 21.b. Any suspension must not exceed 3 months.**



**If the Disciplinary Committee find insufficient evidence to proceed, the Disciplinary Secretary must, as soon as it practicable, notify all parties in writing. The case is then considered closed.**



**If the Disciplinary Committee considers that the member complained of is guilty of an offence as defined by Bye-Law 19 but requires punishment more severe than defined by Bye-Law 21a or a 3 month suspension then the file must be returned to the Disciplinary Secretary with the request that a Disciplinary Hearing be convened.**



**Disciplinary Hearing to take place**



The Disciplinary Secretary must, as soon as practicable, notify all parties in writing by first class, recorded delivery, pre-paid post of the date and venue of the intended hearing, not less than **21 days** before the Hearing.