



Ethics Review Process

Report an ethics violation

Reports of alleged violations by a CBS volunteer must be handled according to this procedure.

Complaints must be limited to alleged violations of CBS's ethical code of conduct. The responsibility for the investigation of alleged volunteer violations is designated to the President and a committee convened to hear the case (the ethics committee). Should the complaint be regarding the President, then the Vice President would head the committee. In the absence of a Vice President then the Secretary would head the committee.

Complaints must be made in a timely fashion; allegations of violations occurring more than 30 days prior will be considered only under special circumstances as determined by the ethics committee.

Any person who feels they have been treated in a fashion that violates the CBS Code of Conduct may file a complaint. The Ethics Committee will only consider complaints filed on behalf of a third party if the complaint is accompanied by verifiable independent evidence such as publicly available records, reports, business records, including those of a public agency, judgments of a court, marketing advertisements, commercial documents and reports, commercial publications, and the like.

All ethics complaints will be investigated and handled within an appropriate timeline.

Filing a report of an alleged volunteer violation

The individual filing the report must present the allegation to the ethics committee chair in writing.

The report will remain confidential.

The following information must be included in the alleged violation report:

- The name(s) of the alleged violator(s) and the actual complainant in reference to the violation must be specific. The complaint must directly reference which area of the Code of Conduct the complainant feels has been violated by including the actual quoted text in their report.
- A specific description including when and where the violation was alleged to have occurred, who was involved, and what happened must be submitted

Report receipt

The President will acknowledge receipt of the alleged violation without comment within 24 hours of receipt.

The individual filing the report will be notified to keep the complaint confidential; this means no information about the complaint will be discussed with any other person. If confidentiality is breached, it may be considered a violation of the **CBS ethics**.

The President will forward the complaint to the chosen ethics committee volunteers within 48 hours and notify the leadership committee that a complaint has been filed. The details of the complaint will be kept confidential to preserve CBS's ability to interact with the volunteer fairly and objectively.



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Investigation

The ethics committee will review the complaint. If necessary, they will gather more information and schedule an interview with the complainant.

If the initial review indicates that the alleged infraction is not a violation of the **CBS code of ethics**, then the complainant will be notified in writing and no investigation will be pursued unless further facts or evidence is proffered.

If it appears that a violation of professional ethics has occurred based on the preponderance of evidence, (is more likely to be true than not), then the chair will notify the individual or group that are the subjects of the complaint and provide seven calendar days for a reply. If there is no reply to the complaint notification, then the ethics committee will decide based on all available information.

Once all the information has been gathered, the chair and ethics committee will decide about sanctions. These may include:

- Education: the need for education and mentoring.
- Volunteer probation: from one week up to six months (this may be combined with education).
- Exclusion: termination of membership of CBS or cessation of volunteer status.

Appeal

If an individual wishes to appeal the ethics committee's decision, they will be given 10 calendar days to do so.

All materials considered by the ethics committee will be given to the leadership committee.

A final decision will be made within five calendar days and the individual will be notified in writing.

Confidentiality

Complete confidentiality shall be maintained by all involved parties throughout the process.

Once a determination has been made, the parties involved will be notified that a determination has been made. Details of the determination will remain private.

A violation of confidentiality by any party involved in the matter will be considered a violation of the CBS Code of Conduct.