



Due Process Policy

The Ethics Committee is tasked with receiving a complaint with unbiased intentions, ascertaining if significant evidence is present to warrant holding a hearing, holding a hearing, and determining disciplinary actions based on the findings of the hearing in a timely and thorough manner.

The Ethics Committee will be composed of 3 to 7 people including at least one board member and at least two standing committee members.

The Ethics Hearing Panel will be composed of 5 to 9 panel members that includes the Ethics Committee members and up to 4 general members. The General Panel members' only function is to attend hearings and must have maintained USNETO membership for at least 2 consecutive years.

No member of the Ethics Committee or the Ethics Hearing Panel may have a personal interest in the matter brought before the committee. If there is a conflict of interest, that person must ask to be recused. If the person being recused is the only board member serving the committee, they must be replaced with another board member to maintain at least one board member on the committee and Hearing Panel.

All proceedings of the Ethics committee and the Hearing Panel are confidential and must not be disclosed to any third party.

Grievances

A grievance is to be submitted with the standardized form that can be downloaded from the USNETO website. This form is to be submitted to the USNETO Ethics Committee via email to this address: Ethics.USNETO.trecusa@gmail.com

The committee will acknowledge receipt of the grievance, will review the grievance, and respond to the complaint within 7 days of acknowledgement.

Grievance Procedure

Once the Ethics Committee receives a grievance, a meeting of the Ethics Committee will take place within 7 days to determine if there is enough evidence for a hearing date to be set. This will be decided by majority vote of the committee.

If a hearing is determined to be necessary, the committee will immediately inform the member against whom the grievance is lodged (respondent) providing details of the complaint via certified mail.



The respondent will have 10 days after notification of the complaint to:

- a) admit to the alleged infringement, or
- b) deny the alleged infringement and request a Hearing Panel.

If no response is forthcoming, an assumption of guilt will be made by the committee with the respective penalty.

If a Hearing Panel is requested, the complainant and the respondent will be notified of the hearing date, to take place within 21 days of the respondent's reply. The respondent will have the opportunity to attend the Hearing Panel and present their defense in writing or in person.

The Hearing Panel will have 7 days after the hearing to make a final decision and inform the complainant, the respondent, and the USNETO board of directors of their decision including disciplinary actions.

If either party in connection to the filed complaint disagrees with the determination of the Hearing Panel, the parties may appeal by sending a written notice to the USNETO Board of Directors, through the President, asking for an appeal of the decision of the Hearing Panel Committee. This written notice must be postmarked or emailed no more than 15 calendar days after the date of the Hearing Panel committee's written decision. The written request must identify the reason(s) for the appeal and include any new evidence not previously presented to the Hearing Panel Committee.

If the request for appeal consideration is granted, the decision of the Board of Directors shall be final and binding with no further review and/or appeal of any kind.

Adopted into Policy September 9, 2020

Adopted by the membership at the AGM on December 12, 2020