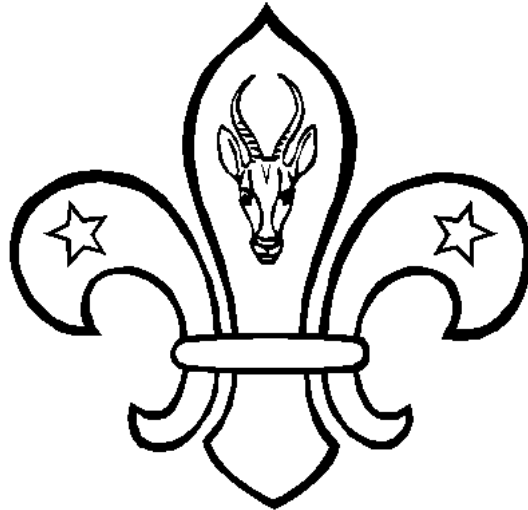


SOUTH AFRICAN SCOUT ASSOCIATION



Volunteer Code of Conduct

CONTENT

South African Scout Association Volunteering Policy

Code of Conduct for Adult Volunteers and members

Disciplinary Code and Procedures

SOUTH AFRICAN SCOUT ASSOCIATION VOLUNTEERING POLICY

INTRODUCTION

Volunteers are fundamental to the success of the Scout system and the delivery of its programmes. The South African Scout Association's Policies, Organisation and Rules (PO&R) and Constitution regulate all aspects of volunteering Association. A need to define, in clearer terms, the expected conduct and grievance procedures relating to volunteers has been determined, hence formulation of the "Volunteer Code of Conduct".

1. DEFINITION

Volunteering in SASA is an activity that is:

1. Motivated by the free will of the person.
2. Intended to benefit the youth and their communities in accordance with the fundamental principles of the South African Scout Association.
3. Organised by recognised representatives of the National Scout Council.

A SASA Volunteer is a person who formally agrees to the conditions of membership as required under the SASA Constitution and PO&R and is entitled to elected representatives on governing bodies, and stand for election.

2. SCOPE

This policy regulates all aspects of the SASA volunteer and his/her expected conduct.

3. PRINCIPLES

The South African Scout Association National Council is committed to promoting volunteering as a significant and positive contribution to improving the lives of the children, youth and adults in this country. Also to strengthen communities, civil society and the aims of Scouting

recognise and value volunteering as a means of creating and supporting a network of people who are available to empower our boys and girls.

value all volunteers for their individual contributions, enthusiasm and commitment, as well as the experience and the skills they can bring;

promote the ethic of voluntarism and its application in furthering the vision, mission, values and aims of SASA

4. STATEMENT

The South African Scout Association shall:

- 4.1. provide a code of conduct approved by the National Scout Council;
- 4.2. recruit volunteers for specific roles and tasks;
- 4.3. recruit volunteers on the basis of their own commitment and potential;
- 4.4. seek to recruit volunteers irrespective of their origin, race or creed;
- 4.5. consider volunteers to be members of the Association as long they are properly serving in the positions enumerated in Section 105 of the POR;
- 4.6. ensure that appropriate participation of men and women in SASA is within a gender-sensitive environment;
- 4.7. to provide training that will enable a volunteer to meet his or her responsibilities, the specific task or role they were recruited or promoted to carry out;
- 4.8. reward and recognise volunteers whenever possible and appropriate;

- 4.9. ensure that volunteer's views and ideas are actively sought and acted upon at all stages of the programme design, development, implementation and evaluation.

5. ALL SASA VOLUNTEERS ARE EXPECTED TO:

- 5.1. act in accordance with the Law and the Promise, which is the core ethic of the Movement;
- 5.2. strive and work at the highest standards;
- 5.3. sign for - and behave in accordance with SASA's Code of Conduct for volunteers;
- 5.4. to respond the needs of the boys and the girls they serve.

6. ALL VOLUNTEERS ARE ENTITLED TO:

- 6.1. choose to become a member of the South African Scout Association as defined by the PO&R and Constitution of SASA.
- 6.2. have access to appropriate training as stipulated in the PO&R, to fulfil their agreed tasks and roles.

7. REFERENCE

This policy should be considered in conjunction with all other SASA policies.

CODE OF CONDUCT FOR ADULT VOLUNTEERS AND MEMBERS

INTRODUCTION

The South African Scout Association is governed by its Constitution as an independent, non-political and non-governmental educational Movement.

The Mission of the South African Scout Association is to develop the spiritual, physical, intellectual and emotional capacities of all youth to realise their full potential as citizens of South Africa.

This code of conduct regulates the conduct of all volunteers of the South African Scout Association, recognising that at all times they are expected to exercise a "Duty Of Care" and act in accordance with the Promise and Law.

SASA will base its services on Best practices and this manual serves as tool to implement these practices. **This document does not serve to extend the rights of employees under the Labour Relations Act to volunteers.**

The manual further outlines the following procedures:

- Grievance procedure, which aims at resolving grievances of it's volunteers at the earliest possible time, with due fairness while recognising that all grievances will be concluded within SASA structures.
- Disciplinary process that is designed to be corrective as far as possible, rather than punitive, yet recognising that all disciplinary matters will be concluded within SASA structures.

1. GENERAL CONDUCT

- 1.1 All conduct of volunteers will be regulated by this Code of Conduct and is ultimately governed by the Law and Promise.
- 1.2 Any acts which adversely affects SASA / Volunteer; Volunteer / Volunteer; Volunteer / Youth Relationship may be dealt with in accordance with the disciplinary procedure.
- 1.3 Volunteers in the South African Scout Association are expected to;
 - 1.3.1 Respect the rights and the dignity of themselves and others.
 - 1.3.2 Ensure that volunteers for which he or she is responsible observe the rules, regulations and policies of the Association.
 - 1.3.3 Act with consideration and good judgment in all interpersonal relationships both inside and outside the Movement.
 - 1.3.4 Do not use the movement to promote interests, which are in conflict with Scout principles or for own gain.
 - 1.3.5 Avoid unaccompanied and unobserved activities with Youth members.
 - 1.3.6 Avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance while supervising and/or accompanying youth members.
 - 1.3.7 Realise that bullying, physical, verbal, cultural abuse or neglect or any other abuse, is unacceptable conduct by any member of the Movement.
 - 1.3.8 Act in accordance with the Promise and the Law, Constitution and all other governing Policies.

2. DISORDERLY BEHAVIOUR

- 2.1 The following behaviour is not permitted and will not be tolerated by SASA.
 - 2.1.1 Threatening or attempting to physically injure another person
 - 2.1.2 Fighting
 - 2.1.3 Any behaviour that causes or could cause danger to others.
 - 2.1.4 Any behaviour that causes or could cause damage and / or malfunction of any Association property or equipment.

3. GAMBLING

No Gambling or betting as described by the Gaming Act, requiring a gambling licence, may be conducted on Scout premises or in Scouting activities. This does not exclude Bingos, raffles, fair type games.

4. PRIVATE WORK

No volunteer may use the SASA's equipment, property or material for private work or the raising of funds in a private capacity.

5. CHILD PROTECTION

The Child Protection policy of SASA is to safeguard the welfare of his members by protecting them from physical, sexual, verbal harm, or the neglect that allows such harm to occur.

It is expected that Volunteers act in accordance with the SASA Child Protection Policy and Yellow Card (Guidelines to adults in preventing opportunities for abuse or allegations of abuse.)

6. SAFETY REGULATIONS

It is the duty of all volunteers to observe safety regulations and instructions when he / she is leading a Scout Activity. Volunteers must not take unnecessary risks, which s potentially dangerous to themselves and others may damage the Association's or Members' property.

7. MEDIA / INFORMATION / SECURITY

7.1 Media Contacts

Only the Chief Executive Officer, an appointed deputy or those otherwise so authorised may liaise with and issue statements to the media, i.e. Press, radio and television. No volunteer shall discuss any matter regarding SASA with any media representative. He / she shall not disclose any information of any nature pertaining to SASA or its activities. All requests for authorisation in this regard shall be directed to the Chief Executive Officer.

7.2 Membership / Financial Data

Membership details are strictly confidential and the divulging thereof is prohibited. Financial information may not be divulged to any source within or outside the movement except in established forums making provision for financial reporting.

8. LANGUAGE

Vulgar, inappropriate language or swearing when working with youth members is prohibited. Language should be acceptable in terms of the Scouting ethic.

9. DISCRIMINATION

No behaviour which discriminates / or is seen to discriminate on the basis of race, religion, gender or disability will be tolerated.

10. ALCOHOL / DRUGS / CHEMICAL SUBSTANCES

No volunteer or other person who has a duty of care shall use alcohol, drugs and chemical or related substances while supervising, partaking in or presenting all facets of SASA's programmes.

11. FIREARMS / WEAPONS

- 11.1. No volunteer shall carry or bring onto SASA premises any dangerous or potentially dangerous or lethal weapons, articles or substance without prior authority from their District / Regional or Provincial Commissioner to do so.
- 11.2. Knives and / or axes may be carried by volunteers / members where it is appropriate to do so in Scouting activities.
- 11.3. All volunteers must ensure that all third parties carrying firearms and / or weapons at scouting activities have the necessary authority to do so.

12. AMENDMENT

The National Scout Council is entitled to amend or suspend any rule contained herein and reserves the right to add thereto. Any Amendments, suspension or addition will be binding on all Volunteers and operate from such time as the National Scout Council determines.

13. PO&R

“105.5 Notwithstanding any other means provided in POR, the membership of the Association of any person, or anybody of persons, may be determined by resolution of the National Scout Council, which body shall not be under any obligation to state its reasons for such actions.

- 311.1. Where it appears desirable in the interest of the Movement, the holder of a Warrant/Honourable Charge may be suspended as follows:
 - Chief Scout and Chief Scout's C: by the National Scout Council.
 - National and Provincial C: by the Chief Scout's C.
 - Commissioner in the Province: by the Provincial C.

LTs and ALTs: by the National C for ALT in consultation with the Provincial C.
District and Group SCOUTERS: by the DC.

- 311.2. Suspension of all the Scouters in a District, or of all the Scouters of a Group respectively, may result from the suspension of the LA under Rule 510.1, or of a Group under Rule 612.
- 311.3. A person thus suspended must for the time being:
- Surrender his or her Warrant in terms of Rule 313.1,
 - refrain from participation in any activity connected with the Movement, and
 - cease to wear uniform and badges.
- 311.4. Any rank in the Movement held by a person under suspension is considered to be vacant. Any difficulty arising under this Rule should be referred to the Provincial C, or the Chief Scout's C, as appropriate.
- 311.5. A Reg C who recommends the suspension of any Commissioner in the Region must immediately report the case with full details to the Provincial C who in turn must report the facts to the Chief Scout's C.
- 311.6. A DC who has suspended any Scouter or Scouters in the District must immediately inform the LA Exco, the Reg C, and the Provincial C.
- 311.7. Suspension is to be regarded as a purely temporary measure to be followed as soon as possible by a full enquiry. In the case of Group and District SCOUTERS such enquiry shall be conducted by the DC and the LA Exco, and in the case of Commissioners the enquiry shall be conducted by the Provincial C and the Executive of the Provincial Scout Council. **At higher levels the procedure shall be at the discretion of the Chief Scout.** The Scouter involved shall be entitled to be present at any such enquiry.
- 311.8. Following any such enquiry, the suspension must either be withdrawn, or a recommendation must be made through the normal channels for the withdrawal of the Warrant. In either case, a full report must be submitted to the Reg C, the Provincial C or the Chief Scout's C, as appropriate.

312. CANCELLATION OF WARRANTS

- 312.1 **The Warrants of National and Provincial Cs are cancelled by the Chief Scout's C in conjunction with the Chief Scout at their sole discretion.**
- 312.2 In all other cases, a recommendation for cancellation should be made following an enquiry as outlined in Rules 311.7 and 311.8 as follows:
- Commissioners in a Province: recommendation by the Provincial C to the Chief Scout's C for cancellation.
 - Group Scouters: recommendation by the DC and LA Exco to the Reg C and the Provincial C.

Membership of the Movement is terminated upon the cancellation of the Warrant or Temporary Permit.

- 312.3 Any Commissioner or Scouter whose Warrant is cancelled after enquiry shall have the right of appeal through correct channels to the next higher body right up to the Executive Committee of the National Scout Council.
- 312.4 On resignation, or on termination of membership by the National Scout Council (Rule 105.5), or where the validity of a Warrant is allowed to expire (Rule 306.4) no enquiry need be held.
- 312.5 In the case of a sponsored Group, the sponsoring authority is entitled to be heard by the LA and DC in any matter concerning the cancellation of the Warrant of any Scouter of the Group, or the dismissal of any SCOUT (as in Rule 615).
- 312.6 Where the sponsoring authority of a church Group expresses itself dissatisfied with Scouter of the Group, the LA Exco and DC shall give effect to its views, provided that the objection is based solely on the grounds that the Scouter is not fulfilling the appropriate religious duties. Where, however, any other questions such as moral character or technical efficiency is involved, the matter must be dealt with in terms of Rules 311 and 312.5.
- 403.2.12. (Provincial C's Function's are) to make decisions and, where so provided, to report to the Chief Scout's C on all matters referred to him or her as directed in POR. In particular, to deal with disputes which a Commissioner is unable to settle after its referral; or a disagreement between a Commissioner and a council or committee.
Where more than one Region or District is involved, and particularly if another Province is concerned, and the Provincial Cs are unable to resolve the issue, to refer the matter to the national Executive Committee, who may appoint an independent arbitrator, whose decision shall be accepted as final by all the parties concerned.
- 403.3 PROVINCIAL COMMISSIONER VACANCY
When the position of Provincial C is vacant, the functions of the office are performed by the Chief Scout's C, or some other person deputed by the Chief Scout's C, for a period not exceeding twelve months.
- 502.2.11 (District C's function is) to settle all disputes between members of the Movement in the District. Any dispute that the DC is unable to settle, or in which he or she is personally involved, must be referred by the DC to the Reg C. If the Reg C is unable to settle it, it must be referred by the Reg C to the Provincial C who may, at his discretion (except in the procedure under Part III of POR), refer the matter to an independent arbitrator whose decision must be accepted as final by all the parties concerned.
- 510.1. The Provincial C has the power to suspend any LA.
- 510.2. LA registrations are cancelled and Warrants withdrawn in the District by the Provincial C in consultation with the Reg C and the DC. (Rule 311.2)'

ADULT VOLUNTEERS GRIEVANCE PROCEDURE

1. APPLICATION

This procedure applies to all volunteers of the SASA.

The grievance procedure aims at resolving grievances of / or amongst volunteers at the earliest possible time.

Any volunteer lodging the grievance shall be given every opportunity to have the benefit of an interpreter to enable a thorough and correct version of the grievance to be presented.

Suitable records will be kept of all statements and decisions.

The grievance procedure shall not be invoked by a volunteer or member for the purpose of amending any policy or procedure of the Association.

All parties may mutually consent to dealing with grievances expeditiously or to extend the time limits specified below.

2. STAGES OF THE PROCEDURE

The stages of any grievance procedure shall be followed as set out here below.

3. STAGE ONE (Informal)

The volunteer involved must first raise the grievance with his or her next higher body in the correct channels making it clear that the first step in the grievance procedure is being implemented.

If the grievance is resolved within seven (7) days of its having been lodged, no further action shall be taken and no report statement be lodged.

4. STAGE 2 (Formal)

If the grievance is not resolved satisfactorily in Step 1, or involves their immediate superior, then the volunteer must complete a grievance form provided for this purpose (attached) and submit it to the next higher body while retaining a copy for themselves.

The person in receipt of the form shall attempt to resolve the grievance within seven (7) days of the grievance report being presented.

If the grievance is resolved, the solution should be recorded on the grievance report. The original should be handed over to the volunteer / member and a copy filed at the Provincial headquarters.

5. STAGE 3

If the grievance has not been resolved within seven (7) days from the completed forms being handed to the next highest body the grievance shall proceed to stage three.

The person in receipt of the grievance report shall lodge the same with the Provincial Commissioner and may add his / her own comments and the reasons for failure to resolve the grievance.

The Provincial Commissioner shall attempt to resolve the grievance within seven (7) days.

If the Provincial Commissioner was involved already at Stage 2 he/she will lodge the grievance with the Chief Scout's Commissioner

If the grievance is resolved, the relevant person shall complete a grievance report. One copy will be handed to the volunteer / member and another copy will be filed at the Provincial headquarters (or at SAHQ in the case of 5.4)

6. STAGE FOUR

If a satisfactory solution has not been reached during stage 3 within (7) seven days of referral, the Provincial Commissioner is to confer with the Chief Scout's Commissioner and Chief Executive Officer in an attempt to resolve the grievance.

The Chief Scout's Commissioner and Chief Executive Officer shall use the best efforts to resolve the grievance and shall cause the result to be recorded on the grievance report. One Copy will be handed to the volunteer.

An independent enquiry may be requested by the Chief Scout's Commissioner if the grievance cannot be resolved.

The Chief Scout's Commissioner in conjunction with the Chief Scout will rule on the matter, which will be seen as a conclusion of the process.

DISCIPLINARY CODE AND PROCEDURE

1. GENERAL PRINCIPLES

- 1.1. The authority and responsibility for the Maintenance of discipline is vested in the National Scout Council through its elected members and shall be implemented in accordance with the disciplinary Code of conduct and PO&R.
- 1.2. The underlying aim of the procedure is to correct rather than to punish unacceptable behaviour and for discipline to be carried out in a fair, consistent and prompt manner.
- 1.3. An appeal procedure is available to volunteers dissatisfied with the outcome of a disciplinary enquiry.
- 1.4. This Code of Conduct does not compromise the authority vested in the Chief Scout and Chief Scout's Commissioner to exercise their authority as entrenched in the Constitution and PO&R to cancel warrants and cancel membership of any volunteer
- 1.5. Discipline for the purpose of the Code of Conduct shall be defined as the effort applied by the Association's leadership to direct volunteer's conduct by the correction of their actions towards acceptable conduct within a system of established Association rules. This is to prevent the spread and recurrence of misconduct, the acting outside of one's levels of authority, the infringement of Constitutional rights and serious malpractices which are contrary to the interests of the Association, its good name, its volunteers and members.

2. THE DISCIPLINARY CODE

- 2.1. The severity of disciplinary action is the prerogative of the Association's leadership and National Council.
- 2.2. The Association may exercise disciplinary action against a volunteer although the cause may not be referred to or described herein.
- 2.3. Whenever an offence is sufficiently serious to warrant the dismissal of the volunteer nothing prevents the CS and CSC from giving a warning instead, or conversely, whenever an offence would normally result in a warning being given, the CS and CSC is likewise not precluded from dismissing the volunteer/member concerned having followed the disciplinary process.

- 2.4. It is to be clearly understood that, in relation to the offences listed:
 - 2.4.1. it shall in no way limit the Association to only take steps set out therein;
 - 2.4.2. whenever a volunteer has been given a final written warning, the Association may dismiss the volunteer if a forth offence is committed.
- 2.5. A written warning may be disregarded after a period of three months, six months or twelve months, as per the Disciplinary Code.
- 2.6. Warning forms need to be signed by the volunteer to acknowledge the warning and signify that it's meaning is understood. Should the volunteer refuse to sign the form, the issuer must record the refusal and the reason, if any, therefore. If an appeal is lodged unsuccessfully or if it is not proceeded with, the volunteer shall be deemed to have admitted the offence. No such refusal shall invalidate the effect of the warning or preclude the volunteer from lodging an appeal.
- 2.7. Whenever any allegation is made against a volunteer it should be investigated first. The Association may suspend a volunteer during the investigation if he/she is viewed to be potentially harmful to the Movement's objectives; it's relationships and/ or operations, or an obstruction to the investigation.
- 2.8. The Association is entitled to amend or otherwise vary the list of the offences or the corresponding penalties referred to in the Disciplinary Code, provided however that any such amendments shall only apply from such time as it shall have been amended and recorded by the National Scout Council or Executive Committee.

3. DISCIPLINARY PROCEDURE

- 3.1. Disciplinary action will usually be a step by step process, starting with a verbal warning and working through the steps which increase in severity if there are repeated offences i.e. first written warning, final written warning, etc.
- 3.2. In more serious cases of misconduct, the disciplinary action could in the first instance be a written warning or even termination.
- 3.3. A witness should be present when official warnings are issued. All parties present should sign the documentation. If the volunteer/member refuses to sign, then the witness should sign that the warning has been issued.

4. DISCIPLINARY ACTION

The major types of disciplinary action are:

1. Verbal Warning
2. Written warning
3. Final Written Warning
4. Termination

4.1. VERBAL WARNING

Verbal warning will be issued for:

Misconduct of a nature where a disciplinary hearing (see 5 below) has recommended a verbal warning in the first instance.

The volunteer must be advised that this is the first step in the disciplinary procedure.

The verbal warning is valid for (three) 3 months.

WRITTEN WARNING

Written warning will be issued for:

A repeat offence for which a Verbal warning has been issued.

Misconduct of a serious nature where a disciplinary hearing has recommended a written warning.

A written warning is valid for 3 OR 6 months

FINAL WARNING

Final warning will be issued where there is:

A repeat offence for which a Written warning has been issued.

Misconduct of a serious nature where a disciplinary hearing has recommended a final written warning.

A final written is valid for 12 months.

TERMINATION

Where it is deemed that an offence warranting termination has been committed, the volunteer will be suspended and issued with a notice to attend a disciplinary enquiry.

Where a final written warning has been issued and is still operative, and a similar offence is committed, a recommendation for the dismissal of the volunteer may be made and a notice to attend a disciplinary enquiry will be issued.

5. DISCIPLINARY HEARING

- 5.1. Notification of a disciplinary hearing and charges/complaints must be given to the volunteer in writing prior to the hearing-taking place. The volunteer should be given at least 24 hours to prepare.
- 5.2. Where volunteers in a Group are notified of a disciplinary hearing the hearing will be chaired by the District Commissioner of that District. The person initiating the discipline will present the arguments supporting the charge and the volunteer charged will make his/her own defence or may be represented by someone within that Group. Likewise if volunteers at District or Provincial level are charged the Provincial Commissioner or someone deputed by him/her will chair the hearing.
- 5.3. The volunteer and his/her representative (if requested) must be present at the hearing. If the volunteer is not present and has not given an accepted reason therefore, the hearing will be held in absentia with the decision being binding.
- 5.4. The Chairperson must enquire whether the volunteer wishes an interpreter to be made available. If so, then one should be supplied by SASA.
- 5.5. All documentation must be made available to all parties with copies forwarded to Provincial Headquarters who will copy SAHQ.
- 5.6. Witnesses may be called and questions put to them by both parties.
- 5.7. The volunteer should be notified in writing of the findings of the disciplinary hearing as soon as possible after the hearing has taken place.
- 5.8. The proceedings of the hearing shall be recorded in whatever manner the Chairperson directs but preferably electronically or in writing.
- 5.9. All participants of all hearings will be from within the movement.

- 5.10. The volunteer has the right to appeal in the event of being found guilty. An appeal in writing (see attached form) needs to be presented within 24 hours of being notified of the decision and needs to be lodged with the Chairperson of the hearing. The appeal will be communicated to the Provincial Manager and Provincial Commissioner.
- 5.11. All appeals must be directed through the correct channels. The Chief Scout's Commissioner in conjunction with the Chief Scout will be the last line of appeal and their decision is final.

6. DISCIPLINARY ENQUIRY

6.1 A disciplinary enquiry will be instituted where the outcome thereof may lead to the termination of the volunteer's membership and /or association.

6.2 The volunteer being charged needs to be informed that the outcome of the enquiry may lead to the termination of their membership and / or association.

6.3 It is preferable that the Chairperson of the enquiry be independent and unfamiliar with parties involved and the details of the charge.

6.4 Procedures are that of 5 above.

SOUTH AFRICAN SCOUT ASSOCIATION BEHAVIOURAL EXAMPLES AND SANCTIONS

OFFENCE	WRITTEN WARNING	FINAL WRITTEN WARNING	DISMISSAL
Class A (3 months)	X	X	X
1. Defamatory language	X	X	X
2. Negligence (minor)	X	X	X
3. Rowdy, uncouth and aggressive behaviour, use of foul or derogatory or insolent language.	X	X	X
4. Poor Performance	X	X	X
5. Absence without permission	X	X	X
6. Swearing in front of children	X	X	X
7. Excessive shouting constituting verbal abuse.	X	X	X
8. Enforcing physical forfeits/punishments such as press-ups that are beyond the physical ability of the individual.	X	X	X
9. Depriving the child from sleep.	X	X	X
10. Not providing appropriate toilet facilities resulting in compromising the privacy of a mixed group.	X	X	X
11. Not providing single sex changing areas for young people.	X	X	X
12. Inconsistent discipline.	X	X	X
13. Failing to provide separate sleeping areas for boys and girls on the camp.	X	X	X
14. Failing to provide sleeping areas for adults and children on the camp.	X	X	X

15.Arranging/carrying out an activity that involves one leader and one child.	X	X	X
16.Failing to maintain the appropriate ratio of leaders to children at an event (8 to 1) for Cubs (16 to 1) for Scouts	X	X	X
17.Failing to act after discovering Scouts who acquired cigarettes.	X	X	X
Class B (6 months)		X	X
18.Failure to observe safety rules.		X	X
19.Damage to and wastage of equipment. Or the unauthorised use thereof		X	X
20. Lying and acts of dishonesty		X	X
21.Attempted assault or threatening with assault.		X	X
22.Discussion of sexual matters with other adults where children may hear.		X	X
23.Scouter and another adult seen/heard engaging in sexual activity at a Scout event.		X	X
24.Failing to act after discovering Scouts who acquired pornography.		X	X
25.Failing to act after discovering Scouts who have acquired alcohol.		X	X
26..Failing to act after discovering Scouts who have acquired illegal substances.		X	X
27.Forcing a child to do things that go against their religion, for e.g. forcing a child to eat something forbidden by their religion or denying a child reasonable opportunities for religious observance		X	X
28.Failing to stop peer initiation practices if discovered.		X	X
29.Sharing a tent with a young people under 18 yrs old.		X	X
30.Bullying or allowing bullying to continue.		X	X
31.Threatening, humiliating or belittling a child.		X	X
Class C (12 months)			X
32.Possession of dangerous weapons.			X
33.Endangering the safety of others			X
34.Unauthorised use or misuse of SASA property.			X
35.Unauthorised possession of SASA property.			X
35.Malicious or deliberate damage to SASA or property.			X

36. Any Act of sexual harassment			X
37. Proven guilty of having committed a criminal offence.			X
38. Assault another person.			X
39. Use or possession of alcohol and/or intoxicating substances/drugs for non-medical purposes.			X
40. Possession of pornography at a Scout event.			X
41. Allowing/encouraging nudity e.g. nude swimming.			X
42. Allowing mixed male and female nudity.			X
43. Racial verbal abuse			X
44. Sexual intercourse or other sexual relations with a minor Scout over age of consent (between 16 years and 21 years).			X
45. Being under the influence of a banned substance or alcohol at a Scout event.			X
46. Negligence (major)			X

**ANNEXURE A
WARNING FORM**

TO: NAME: _____
 POSITION: _____

FOR: (Summary of details of proven offence)

The required standard of behaviour is:

Repeated failure to meet the standard could result in your dismissal.

FROM: _____ _____
 POSITION SIGNATURE

ACTION: This warning is a (indicate with a cross (x))

VERBAL WARNING	WRITTEN WARNING	FINAL WRITTEN WARNING
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Because (reasons, e.g. seriousness, other factors involved, repeated warning for the same offence, etc)

Period valid for:	(Mark with X)	
3 months	6 months	12 months

NOTED: I have received this warning and understand its seriousness.

VOLUNTEER'S SIGNATURE DATE
(Or witness, if volunteer refuses to sign)

APPEAL: Do you wish to appeal against this written Warning?

YES	NO
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ANNEXURE B

NOTICE TO ATTEND A DISCIPLINARY ENQUIRY

Issued to: _____ Position: _____

In the presence of his/her

Representative: _____ Date: _____

Issued by: _____ Time issued: _____

1. Please attend a disciplinary enquiry concerning your alleged misconduct. The enquiry will take place:

DATE: _____ TIME: _____

PLACE: _____

2. THE CHARGES AGAINST YOU:

3. Copies of documents, which will be used against you at the enquiry, are attached for you to examine.
4. Depending on the facts that are proved at the enquiry, you may be dismissed.
5. You are /are not suspended until the outcome of the enquiry is known.
6. Advise urgently whether you choose to be represented, need an interpreter and wish to call witnesses, so we can, if necessary, make advance arrangements for them to consult with you and attend the enquiry. (These persons must be from within the Movement).
7. If you fail to arrive at enquiry without good reason being sufficiently in advance, may be held without you, and you may still be dismissed.
8. Your rights concerning a fair hearing:
 - a) To be told the charge(s)
 - b) To have adequate notice of the enquiry
 - c) To a representative (for example, a fellow volunteer)
 - d) To call witnesses (excluding youth members)
 - e) To be told the findings and the reasons for it
 - f) To have your service considered
 - g) To be told of the penalty
 - h) To appeal

SIGNATURE: _____ POSITION: _____

I understand the importance of this notice, the seriousness of the enquiry, and the rights.

Volunteer: _____ Received on: _____
(If you refuse to sign a witness may be asked to sign on your behalf.)

DISCIPLINARY ENQUIRY

1. PRESENT

Name:

Role:

2. Summary of the main points of evidence (state names and responsibilities of witness giving evidence and attached any supporting documentation).

3. Chairman's findings concerning the volunteer's alleged misconduct.

The volunteer is found GUILTY/NOT GUILTY of the following misconduct.

4. IF GUILTY, record of valid previous warnings.

5. Factors considered in mitigation.

6. Disciplinary action taken.

7. Does the volunteer wish to appeal?

Yes/ No

If yes, reason for appeal:

Signed: _____
Chairman

_____ Date

APPEAL FORM

I, (full name) _____

of (address) _____ wish to exercise my right to
appeal following an enquiry held on _____ because: (explain why you are
appealing)

Reason

Former/Current volunteer's signature: _____

Date: _____

Volunteer Representative's Signature: _____

APPEAL HEARING

PRESENT

Name:

Role:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Chairman's findings concerning the appeal (any additional evidence/facts brought to light):

Chairman's decision

Signatures:

_____	_____
CHAIRMAN	DATE
_____	_____
VOLUNTEER	DATE
_____	_____
VOLUNTEER REPRESENTATIVE / WITNESS	DATE

GRIEVANCE FORM

DATE: _____

Complainant's Name: _____ **Position:** _____

Nature of the grievance:

Settlement desired:

Signature: _____ (Complainant)

TO BE COMPLETED BY ASSESSOR

Comments or Additional Information:

Date: _____

Signed: _____

Outcome of grievance (or reasons for failure to reach settlement) to be recorded by Assessor, whichever is appropriate.

Accepted by Complainant:

Signature: _____ Date: _____

Witness by: _____ Date: _____

Signature: _____ Date: _____

(Second Stage only)

SOUTH AFRICAN SCOUT ASSOCIATION

FORMAL GRIEVANCE REPORT

GRIEVANT'S NAME: _____ DATE: _____

POSITION : _____ PROVINCE: _____

STAGE 2

NATURE OF GRIEVANCE

Grievant Representative Assessor

Solution Offered

Reason for decision

Solution ACCCEPTED/REJECTED by Grievant.
(If rejected, write as to why on a separate page and attach to report)

GRIEVANT'S SIGNATURE: _____ **DATE:** _____

Grievant Referred to (if solution is rejected): _____

GRIEVANT'S SIGNATURE **VOLUNTEER REPRESENTATIVE**

STAGE 3.

Additional Facts

Solution offered

Reason for Decision

**Solution ACCEPTED/REJECTED by Grievant.
(If rejected, write as why on a separate page and attached report.)**

GRIEVANT'S SIGNATURE: _____ DATE: _____

CHAIRMAN: _____

Grievant referred to(if solution is rejected): _____

GRIEVANT'S SIGNATURE

VOLUNTEER REPRESENTATIVE

STAGE 4

Additional Facts

Solution offered

Reason for Decision

**Solution ACCEPTED/REJECTED by Grievant.
(If rejected, write as why on a separate page and attached report.)**

GRIEVANT'S SIGNATURE: _____ DATE: _____

CHAIRMAN: _____

Grievant referred to (if solution is rejected): _____

GRIEVANT'S SIGNATURE

VOLUNTEER REPRESENTATIVE

NO FURTHER STAGE

ACKNOWLEDGEMENT

FROM: _____ (VOLUNTEER)

TO: _____ (CHAIRMAN)

DATE: _____

RE: DISCIPLINE ENQUIRY/HEARING

This is to confirm that I do not wish to have a representative.

