

## AMERICAN HACKNEY HORSE SOCIETY ETHICS COMMITTEE CHARTER

**PURPOSE:** To define the process to be used by members seeking resolution of grievances or complaints against members.

**SCOPE:** The Ethics Committee is a venue for investigating grievances or complaints against a member of AHHS in hope of reaching resolutions acceptable to all concerned. The goal of the committee is to foster negotiated resolutions without resorting to litigation. Civil disputes will NOT be considered by the committee.

**PREREQUISITES:** Person(s) filing a grievance must be American Hackney Horse Society members in good standing.

**PROCEDURE:** The AHHS member must complete the approved Grievance Request Form outlining a grievance regarding an incident that has occurred concerning AHHS or a member of AHHS. (note that civil disputes will not be considered by the committee)

The Grievance Requested Form will be reviewed by the Committee Chair. (see instructions on form)

The President of AHHS will appoint the Ethics Committee. The individuals who serve to investigate a grievance should be neutral, unbiased and credible.

The Grievance Request Form will be reviewed by the Committee Chair for completeness, potential conflicts of interest, and qualification as a grievance to be investigated by the Ethics Committee.

The Committee Chair will schedule a meeting of the Ethics Committee to review materials and identify any additional information required to hold the investigation.

The Ethics Committee will work with the person who brought the grievance and the subject(s) of the grievance to schedule a time and place for the investigation session. The session may be held in person or by phone or videoconference, depending on availability and the nature of the grievance.

Investigation sessions will be conducted as closed sessions, open only to the parties involved and their representatives.

**ROLES & RESPONSIBILITIES:** An AHHS member bringing forward a grievance must submit the Grievance Request Form to the Committee Chair, including copies of all correspondence and/or materials related to the subject matter. Committee Chair will review all requests and consult with the AHHS President to determine if further action is required. With the assistance of the Ethics Committee acting as investigators, the parties and any representatives will work to resolve the grievance. All resolutions/recommendations will be submitted to the AHHS Board of Directors for approval.

**MONITORING REQUIREMENTS:** The AHHS President will monitor and ensure appropriate actions are taken within a predetermined timeline.

**RECORD MANAGEMENT:** The AHHS Executive Secretary will retain copies of all requests and associated documentation in office files.