

Disciplinary Procedure

- 1) A Disciplinary Committee (the “**Committee**”) of the board of directors (the “**Board**”) of Outdoor Lads Ltd (the “**Organisation**”) is hereby established.
- 2) The Committee shall have general responsibility for the interpretation and application of such conduct policies applicable to the general membership of the Organisation as may be adopted from time to time by the Board, including the General Conduct Policy and the Website and Forum Conduct Policy, but (for greater certainty) excluding the Trustee Code of Conduct.
- 3) The Committee shall consist of at least 1 member of the Board (a “**Director**”) and 2 other members of the Organisation (who may, but need not be, Directors). The Committee’s membership shall be determined by the Board.
- 4) Members of the Committee shall be elected to staggered three-year renewable terms. In the event a member of the Committee ceases to serve in that capacity for any reason prior to the expiry of his regular term, the Board shall name a member to serve out the remainder of the resigning Committee member’s term.
- 5) Members of the Committee may only be removed from the Committee by a three-quarters majority vote of the Board on one or more of the following grounds:
 - a. failure to fulfil their duties as a member of the Committee;
 - b. any reason that would constitute grounds for suspension or termination of the Committee member’s membership in the Organisation.
- 6) Any Committee member who ceases to be a member of the Organisation shall thereupon automatically cease to be a member of the Committee.
- 7) Quorum for a meeting of the Committee shall be two members.
- 8) All decisions of the Committee shall be made by simple majority vote.

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- 9) The Board shall name a chair (the “**Chair**”) from among the members of the Committee. The Chair shall be a Director.
- 10) The Committee shall have jurisdiction to act on any allegation of misconduct in violation of a one of the conduct policies referred to in Rule 2) made by any person (the “**Complainant**”), whether or not the Complainant is a member of the Organisation.
- 11) All complaints of misconduct shall be directed to the Chair. The Chair shall have initial responsibility for establishing the credibility of the complaint, its seriousness and its urgency. Should the Chair determine that the complaint is not credible on its face or is clearly not serious, he shall dismiss the complaint without a hearing.
- 12) Failing a conclusion by the Chair that the complaint is either clearly not serious or not credible on its face, he shall make reasonable, good faith efforts to contact any relevant person (which shall include the member who is subject of the complaint (the “**Accused**”) and should normally include the Complainant) in order to make an initial determination as to the facts and circumstances leading to the complaint.
- 13) Once the Chair has made an initial determination under Rule 12), he shall dismiss the complaint without a hearing unless he concludes that the complaint is serious enough to merit a full hearing and that there is sufficient evidence to support a finding of guilt. In the latter case, the Chair shall convene a full hearing to dispose of the complaint.
- 14) The Chair shall provide to the Committee and to the Board at each of their meetings a summary of the complaints dismissed without a hearing under either Rule 11) or Rule 13) since the last meeting of the Committee or the Board, as the case may be.
- 15) Should the Chair choose to convene a full hearing under Rule 13), he may also convene a meeting of the Committee in order to determine what, if any, interim measures should appropriately be imposed (including, but not limited to, temporary suspension of the Accused’s user account on OutdoorLads.com or temporary prohibition on the Accused attending events organised by the Organisation) pending resolution of the Complaint at a full hearing.
- 16) Any interim measures imposed by the Committee under Rule 15) may only be imposed where the Committee determines that such measures are reasonably necessary to:
 - a. to prevent harm (whether physical or psychological) to any person or persons;

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b. to protect the reputation of the Organisation.

17) Wherever the Committee imposes interim measures under Rules 15) and 16), it shall provide written reasons for its decision. A summary of these reasons shall be communicated to the Accused forthwith. At each meeting of the Board, the Chair shall provide a summary report of all interim measures imposed since the last meeting of the Board.

18) The full hearing to dispose of the complaint should normally be held within 35 days of either the Chair's decision to convene a full hearing or the Committee's decision to impose interim measures, whichever is later.

19) The Chair shall convene full hearings of the Committee by providing written notice to the Accused (copied to all members of the Committee) informing him of:

- a. the date, time and place of the hearing;
- b. the order of proceedings to be followed at the hearing;
- c. his right to representation at the hearing by another person, who need not be a member of the Organisation;
- d. his right to claim his reasonable costs of round-trip transportation to the location of the hearing from the Organisation (for purposes of this rule, the "reasonable costs of round-trip transportation to the location of the hearing" shall be determined by reference to the minimum train fare available to the Accused for transportation from his residence in the United Kingdom (as listed on his OutdoorLads.com profile) to the location of the hearing);
- e. the full particulars of the complaint and the allegations to be disposed of by the Committee at the hearing; and
- f. copies of all evidence collected to date and relevant to the determination of the complaint.

20) Should any further evidence relevant to the complaint be collected or come to light after the date of the notice under Rule 19), the Chair shall provide a copy of such evidence to the Accused forthwith upon becoming aware of the existence of such evidence, but in any case at least seven days prior to the date of the hearing.

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- 21)** Should the Accused wish to present any evidence in his defence at the hearing of the Committee, copies of such evidence shall be provided to the Committee via the Chair at least seven days prior to the date of the hearing.
- 22)** Hearings shall be held at a location to be determined at the discretion of the Chair.
- 23)** The hearing shall begin at the time notified to the Accused under Rule 19) and may be conducted *in absentia* unless the Committee determines that the Accused is absent or late with reasonable excuse.
- 24)** The Chair shall have general responsibility for ensuring fair and equitable proceedings during the hearing. To the extent not prescribed by these Rules, the Chair shall determine the conduct of the proceedings.
- 25)** At the outset of the hearing, the Chair shall present the allegations to the Accused and provide a summary of the evidence in support of the allegations.
- 26)** The Accused (or his appointed representative) may then present evidence to refute the complaint.
- 27)** Members of the committee shall then have the opportunity to question the Accused and any witnesses who have given evidence. The Accused shall not be required to answer any questions by any member of the Committee unless he has previously given evidence on his own behalf.
- 28)** No evidence may be presented at the hearing, either in support of the allegations or to refute them, unless such evidence has been previously communicated in accordance with Rule 19), 20) or 21).
- 29)** Notwithstanding Rule 28), evidence may be presented at the hearing if:
- a. it could not reasonably have been collected or discovered and communicated at least seven days prior to the hearing;
 - b. forthwith upon its discovery, the evidence is collected and communicated to the Committee via the Chair or to the Accused, as appropriate.
- 30)** Upon the conclusion of the hearing, the Committee shall deliberate and dispose of each of the allegations giving written reasons for each of its conclusions. The Accused shall not be found guilty of any misconduct

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except where the Committee finds that there is clear, convincing and reliable evidence in support of that conclusion.

31) In the event that the Accused is found guilty of misconduct, the Committee may impose any sanction up to and including termination of the Accused's membership in the Organisation, subject to Rule 32) below. In deciding on the appropriate sanctions to be imposed, the Committee shall be guided by the following principles:

- a. the sanction should be reasonable and proportional to the severity of the misconduct of which the Accused has been found guilty;
- b. the sanction should be reflective of any remedial measures taken by the Accused to ameliorate the consequences of his conduct;
- c. the sanction should permit the Organisation to ensure a safe and welcoming environment to all its members on all events;
- d. the Organisation has a legitimate interest in the protection of its members and of its reputation.

32) Where the sanction(s) imposed by the Committee under Rule 31) above include termination of the Accused's membership in the Organisation, notice of that decision shall be given both to the Accused and to the chairman of the Board. The decision to terminate the Accused's membership shall then be placed on the agenda for the next regular meeting of the Board that falls at least twenty-one days after notice is given to the Accused under this Rule 32). The notice given to the Accused and referred to in the first sentence of this Rule 32) shall include the date, time and place of the meeting of the Board mentioned in the previous sentence. The termination of the Accused's membership shall not become final unless and until the Board confirms such termination in accordance with Article 4(4) of the Organisation's Articles of Association.

33) Once complete, the Committee's conclusion and written reasons shall be communicated to the Accused and to the Secretary of the Board forthwith. At each meeting of the Board, the Chair shall provide a summary report of all hearings held since the last meeting of the Board.

34) Subject to Rule 32), the decision of the Committee is final and is not subject to any appeal process. However, where the Accused is found guilty and believes the decision of the Committee contains a manifest error, he may inform the chairman of the Board who may direct the

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Committee to reconsider its conclusion on the basis of the manifest error alleged by the Accused.

- 35)** Except where otherwise specified, all notices or communications to be given or made under this disciplinary procedure shall be given or made by any reasonable means (electronic or otherwise) determined from time to time by the Chair.
- 36)** The masculine gender is used in this document purely to simplify language and without discrimination. As used in this document, the masculine gender shall include all genders, the singular shall include the plural and *vice versa*.

Approved by the OutdoorLads Ltd board of directors on 13 April 2009.

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