



## **Disciplinary Policy and Procedure for the Emergency Services Chaplaincy (S.A.)**

The purpose of this document is to provide ground rules for disciplinary and corrective actions and procedures regarding the behaviour of members of the Emergency Services Chaplaincy (SA) who act in any manner that contravenes the Word of God, the Policies of the ESC(SA), the ESC(SA) Constitution, the ESC(SA) Code of Conduct or any appropriate rules or legislation that are applicable at and on the scenes and environments that the Chaplains may have access to when supporting stressed or traumatized individuals.

(The Policies, Constitution and Code of Conduct are available at [www.esca.co.za](http://www.esca.co.za))

### **1. Preamble:**

This Disciplinary Policy enables **appropriate sanction and corrective action** to be exercised in dealing with the misdeeds of Chaplains within the Emergency Services Chaplaincy (S.A.). The Godly principle of correcting, forgiveness, and guidance is to be applied prior to a request for resignation or, at worst E.S.C. (S.A.) actioned disassociation. The aim of the process is not to punish but to correct and spiritually support misbehaving Chaplains as may be deemed necessary.

Contrary to the disciplinary policy and procedures of remunerated individuals in the Secular Sectors and related organizations, this policy and its procedures are based on the Godly Principles of the Word of God.

The basic rights of the Citizens of South Africa and the applicable Legislation are also considered as required by the Word of God.

### **2. Definitions:**

**2.1. Accused:** the accused is the individual against whom a grievance or charge has been brought in the required manner.

**2.2. Arbitration:** is defined as seeking and resolving issues between the parties irrespective of whether there are only ESC(SA) members or if outside parties are also involved.

**2.3. Charge:** is defined as a misdeed alleged by an individual from outside of the E.S.C. (S.A.) (the complainant) against a member of the E.S.C. (S.A.) (the accused).



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**2.4. Grievance:** is defined as a misdeed alleged by one member of the E.S.C. (S.A.) (the complainant) against another member (the accused) and provided in writing to the Main Board.

**2.5. Hearing:** is defined as the formal process of dealing with a Grievance or Charge hearing and evaluating all testimonies to arrive at a decision of guilt and recommend an appropriate corrective action in relation to the seriousness of the misdeed.

**2.6. Investigation:** is defined as the sensitive evaluation and sifting of all the information from the complainant and the accused as well as any witnesses to measure the accuracy and validity of the Grievance or Charge.

**2.7. Misdeed or Misbehavior:** is defined as any act or omission that contravenes the requirements of the Word of God or the Various Policies, Code of Conduct and the Constitution of the Emergency Services Chaplaincy.

### **3. The following Disciplinary/Corrective Action Process will be instituted for members against who a Grievance or Charge is alleged.**

#### **3.1. The Main Board receives a Grievance or Charge.**

- Such a complaint must be in writing or in the form of a witness that is supported by some physical or electronic evidence.
- The Board will acknowledge the receipt and appoint an appropriate Individual to evaluate the complaint and all the related evidence.

#### **3.2. Evaluate and test the information.**

The appointed individual must;

- Thoroughly study all the written and physical evidence to validate its authenticity and accuracy.
- Interview the complainant and the accused, as well as all relevant witnesses.
- During this process, the possibility of an amicable or arbitrated solution should be explored.
- Consolidate all the relevant information to arrive at a sound conclusion regarding the validity of the complaint, the accuracy of the evidence, and the seriousness of the complaint.
- Provide a report to the Main Board recommending the way forward.



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### **3.3. The Main Board receives and responds to the Report.**

- The Main Board evaluates and decides on a way forward.
- The Main Board either accepts the recommendation or resends for amendment.
- The Main Board agrees to corrective action, arbitration, negotiated settlement, or a hearing.
- The Main Board appoints an appropriate Board Member or Senior Chaplain to deal with corrective action, arbitration, or a negotiated settlement.
- The Main Board appoints appropriate members to conduct the Hearing depending on the circumstances and seriousness of the misdeed(s).
- After the Hearing is conducted, the findings are communicated to the Main Board for ratification or amendment.
- On conclusion of the matter, the decisions are implemented and all documents are scanned and filed.

### **3.4. Findings and Sanctions**

With the understanding that the Emergency Services Chaplaincy (SA) is part of the Biblical Body of Christ and therefore under the covering of Grace, we need to keep the following passage in mind (Matthew 18:21-35) and that we are not a secular organization. We preach and teach the Gospel of Peace and forgiveness to others; therefore, we need to be seen to live by what we preach.

The ESC(SA) has identified the following possible sanctions that need to fit the misdeed.

- Verbal reprimand and warning.
- A written reprimand with measured and mentored corrective action for a period.
- Suspension for an appropriate period with measured and mentored corrective action.
- A negotiated settlement with the aggrieved party, which may include any of the previous.
- A request for resignation from the ESC(SA).
- A Separation and Disassociation Letter from the ESC(SA).