



Disciplinary Policy

1. Introduction

1.1. The vision and values of InSiGHT underpin its role. As a result, an Ethics Policy, a Privacy Policy and Operating Policies for the Variants Interpretation Committees have been agreed to clarify what is considered acceptable behaviour and procedure. Further policies may be adopted in future.

1.3. The purposes of this Disciplinary Policy are to ensure that:

1.3.1. The highest standards of behaviour and conduct are met at all times.

1.3.2. Everyone who is a member of, or working for, InSiGHT, including its database committees and Council, knows what measures will be taken if InSiGHT policies are breached, or if InSiGHT is brought into disrepute in any other way.

1.3.3. Any alleged issues of unacceptable behaviour and conduct can be resolved transparently, effectively and swiftly.

2. Procedure

2.1. Breaches of any agreed policy, or other behaviour that could bring the society into disrepute, by members of InSiGHT, or those working for InSiGHT, will be referred to Council.

2.2. A written report of the incident will be prepared by the administrative team. This will be forwarded as soon as possible to all members of Council.

2.3. The Chair of Council will prepare a response, which must be agreed by a majority of Council members, the Chair having the deciding vote. The options available are:

- no action required
- written warning
- suspension of InSiGHT membership (or association with activities of InSiGHT) for a specified period of time
- permanent termination of InSiGHT membership (or association with activities of InSiGHT)

3. Appeal against InSiGHT decisions

3.1. If the individual in question wishes to appeal against a decision reached as described above, a Tribunal will hear the appeal.

3.2. The Tribunal will be made up by the following:

- One member selected by the member in question.
- One member who has previously been a Council member, selected Council.
- One member of Council, selected by the Council.

3.3. The decision of the Tribunal will be final.

Date of Council approval 9 May 2023

Date for review 8 May 2026

