

# ETHIOPIAN TRANSLATORS ASSOCIATION (ETA)

## DISCIPLINARY POLICY AND PROCEDURES

### 1. Purpose

The purpose of this **Disciplinary Policy and Procedures** document is to establish a clear, fair, and transparent framework for handling complaints, investigating alleged violations, and imposing appropriate disciplinary actions. The policy aims to:

- **Maintain professional integrity** within the Ethiopian Translators Association (ETA).
- **Protect members' rights** while ensuring accountability for misconduct.
- **Ensure due process** in handling disciplinary matters.
- **Foster a culture of ethical conduct and professionalism** among members.

This policy applies to **all members of ETA**, including full members, associate members, student members, and institutional members.

### 2. Scope and Applicability

This policy covers **all disciplinary matters related to professional conduct**, including but not limited to:

- **Breach of ETA's Code of Ethics** and professional standards.
- **Fraudulent activities, misrepresentation, or unethical business practices.**

- **Harassment, discrimination, or abusive behavior** within the Association or towards clients.
- **Failure to comply with ETA regulations**, membership obligations, or financial responsibilities.
- **Unauthorized use of ETA's name, logo, or materials for personal or commercial gain.**

### 3. Filing a Complaint

#### 3.1 Who Can File a Complaint?

A complaint may be filed by:

- Any **ETA member** who has witnessed or been affected by misconduct.
- **Clients** or organizations working with ETA members.
- **The Executive Committee** or other designated bodies of ETA.

#### 3.2 Complaint Submission Process

1. **Written Complaint:** Complaints must be submitted in writing to the **ETA Disciplinary Committee** via email, letter, or online form.
2. **Required Information:** The complaint must include:
  - **Full name and contact details** of the complainant.
  - **Name of the accused member** and their ETA membership ID (if available).
  - **A detailed description** of the alleged violation, including dates, locations, and any supporting evidence.

- **Names of witnesses** (if applicable).
3. **Confidentiality:** The complaint shall be treated with strict confidentiality, and the accused shall not be informed until the initial review is complete.

## 4. Investigation Process

### 4.1 Initial Review

1. **Complaint Acknowledgment:** The Disciplinary Committee shall acknowledge receipt of the complaint within **5 working days**.
2. **Preliminary Assessment:** The Committee shall review the complaint within **10 working days** to determine if:
  - The case falls within ETA's jurisdiction.
  - The complaint has merit and sufficient evidence.
  - The matter can be resolved informally.
3. **Decision on Proceeding:** If the case is valid, a formal investigation will commence. If not, the complainant will be notified with reasons for dismissal.

### 4.2 Formal Investigation

1. **Investigation Timeline:** The investigation shall be completed within **30 working days**, unless an extension is granted due to complexity.
2. **Committee Composition:**
  - The **Disciplinary Committee** shall consist of **five members**, including:
    - **Two Executive Committee members**
    - **Two senior ETA members**

- **One external expert (legal or ethical professional)**

### 3. **Hearing Process:**

- The accused shall receive a **formal notice** with details of the allegations.
- The accused shall have **15 working days** to respond in writing and provide supporting evidence.
- A hearing session may be scheduled if necessary, where both parties may present their case.

### 5. **Rights of the Accused Member**

The accused member is entitled to:

- **Receive a fair and unbiased hearing.**
- **Be informed of the allegations** and provided an opportunity to respond.
- **Present evidence and call witnesses.**
- **Seek legal or professional representation.**
- **Appeal any disciplinary decision** as per the ETA appeals process.

### 6. **Disciplinary Actions**

Following the investigation, the Disciplinary Committee may impose one or more of the following actions:

1. **Verbal Warning:** For minor infractions where misconduct is unintentional.
2. **Written Warning:** For more serious violations, with a formal notice in the member's record.

3. **Temporary Suspension:** The member may be suspended for **1 to 12 months**, depending on the severity of the violation.
4. **Expulsion from ETA:** Permanent removal from the Association for severe ethical breaches, fraud, or repeated offenses.
5. **Legal Referral:** In cases of criminal misconduct, the matter may be referred to law enforcement.

## 7. Appeals Process

### 7.1 Grounds for Appeal

A member may appeal a disciplinary decision if they believe:

- There was a **procedural error** in handling their case.
- The **decision was biased** or lacked sufficient evidence.
- New evidence has emerged that could affect the outcome.

### 7.2 Appeals Procedure

1. **Appeal Submission:** The accused must submit a written appeal to the **ETA Executive Committee** within **15 working days** of receiving the disciplinary decision.
2. **Independent Appeals Panel:** The appeal shall be reviewed by an **Independent Appeals Panel** consisting of:
  - One senior ETA member
  - One external legal expert
  - One neutral ETA member not involved in the original investigation

### 3. Final Decision:

- The **Appeals Panel** shall review the case and issue a final ruling within **30 working days**.
- If the appeal is successful, disciplinary actions may be reversed or modified.
- If the appeal is denied, the decision remains final and binding.

### 8. Record-Keeping and Confidentiality

- All disciplinary cases shall be documented and securely stored.
- Only **authorized personnel** shall have access to disciplinary records.
- Case details shall **not be disclosed publicly**, except where legal obligations require transparency.

### 9. Implementation and Review

- This policy **takes effect immediately** upon approval by the **General Assembly of ETA**.
- The Disciplinary Policy shall be **reviewed every two years** to ensure it remains effective and up to date.
- Amendments require approval by a **two-thirds majority** of the General Assembly.

### 10. Conclusion

This **Disciplinary Policy and Procedures** ensures a **just, transparent, and professional** approach to handling ethical violations within ETA. It safeguards members' rights while upholding **the highest standards of professional conduct**.

**Approved by:**

**Ethiopian Translators Association (ETA)**