



**Point Lisas Executive Association (PLEA) - Disciplinary Action Guidelines for misconduct
or breach of rules at the Energy Chamber Learning Centre.**

Purpose: The Point Lisas Executive Association (PLEA) expects all users of the Energy Chamber Learning Centre to follow satisfactory standards of behaviour and conduct. This document outlines the various processes which can result in the event of misconduct or breach of the Rules, as stated in Attachments 1 and 2, at the Energy Chamber Learning Centre. The aim is to ensure prompt, consistent and fair treatment for all users of the Centre and to protect the users and staff of the Centre.

Scope: This document outlines the disciplinary process applicable for a breach in protocol at the Energy Chamber Learning Centre, including but not limited to verbal or physical violence, threats of physical violence, cheating on the assessment, theft, fraudulent credentials, or attempting to coerce Centre officials.

General Principles: The following principles will apply to this procedure:

1. Investigation: Before application of any disciplinary action, an investigation shall be conducted by the Energy Chamber Learning Centre officials to ensure that an appropriate level of discipline is enforced;
2. Confidentiality: All parties involved in these procedures must ensure that they maintain, as appropriate, the confidentiality of this process;
3. Appeals against sanctions: Any user may appeal sanctions issued as a result of this procedure. Applications for appeals must be made within fourteen (14) days of the application of sanctions. Sanctions issued as a result of this procedure shall remain in force pending the outcome of any appeals;

Procedure:

Learning Centre Usage Policies:

- No cellular phones or other electronic devices are allowed during Assessments;
- No backpacks, purses, etc are allowed;
- No food or drink is allowed;
- Users are responsible for securing their belongings. The Centre is at no time liable for personal belongings of users;
- Once a user has been assigned an assessment, same must be submitted before the user can leave the centre. The user will not be permitted to leave the Centre and return to finish the assessment at a later time;

Violation of these policies will result in immediate dismissal from the assessment

Misconduct:

Misconduct/breaches of Centre policies include, but are not limited to the following:

- Giving or receiving unauthorized assistance of any kind;
- Using any aids (books, notes, calculators, computers, websites, etc.) that are not authorized in writing by the instructor;
- Attempting to take an examination for someone else;
- Failing to follow examination regulations or instructions of the staff;
- Causing a disturbance of any kind;
- Removing or attempting to remove questions and/or responses or notes (in any format) from the Centre;
- Attempting to remove scratch paper from the Centre;

- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination;
- Sharing material with other examinees;
- Sharing notes with other examinees;
- Talking with other examinees during an examination;
- Proffering a fake card at a PLEA member company or attempting to gain access to a PLEA facility using someone else's card.

Violation of these policies will result in immediate dismissal from the assessment.

Discipline:

The following table outlines the sanctions applicable to misconduct:

Misconduct/Breach	Sanction	Time Period
Cheating on the Assessment (as outlined above under Misconduct)	Forfeiture of Assessment fees. Suspension of Centre privileges.	<ul style="list-style-type: none"> • One (1) month from date of misconduct for a first offence; • Three (3) months from date of misconduct for a second offence within a one-year period; • Six (6) months from date of misconduct for a third offence within a one-year period; • Twelve (12) months for repeated offences over three times within a one-year period;
Non-violent Verbal Abuse of Centre Staff or other users	Forfeiture of Assessment fees. Suspension of Centre privileges.	<ul style="list-style-type: none"> • Three (3) months from date of misconduct for a first offence; • Six (6) months from date of misconduct for a

		<p>second offence within a one-year period;</p> <ul style="list-style-type: none"> • Twelve (12) months from date of misconduct for third offence within a one-year period; • Five (5) years from date of misconduct for repeated offenses above three times within a two-year period.
Violent Verbal Abuse of Centre Staff (including cursing) or other users	Forfeiture of Assessment fees. Suspension of Centre privileges. Physical removal from Centre.	<ul style="list-style-type: none"> • One(1) year from date of misconduct for a first offence; • Lifetime ban for a second offence within a two-year period.
Threats of physical violence against Centre Staff or other users	Forfeiture of Assessment fees. Suspension of Centre privileges. Physical removal from Centre.	<ul style="list-style-type: none"> • Five (5) years from date of misconduct for a first offence and formal reports to the relevant authorities; • Lifetime ban for a second offence and formal reports to the relevant authorities;
Assault on Centre Staff or other users	Forfeiture of Assessment fees. Suspension of Centre privileges. Physical removal from Centre.	<ul style="list-style-type: none"> • Lifetime ban and formal reports to the relevant authorities;

Appeals: Appeals must be lodged within fourteen (14) working days of notification of sanctions, and addressed to:

Mrs. Natasha Rajack

Manager

The Energy Chamber Learning Centre

Suite A1.08 Atlantic Avenue

Point Lisas