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## **Ethics Leadership**

Current Ethics Chairperson is Michelle Minch her email is [Michelle@MovingMountainsDesign.com](mailto:Michelle@MovingMountainsDesign.com)

## **RESA Ethics/Grievance Procedures**

In the event that a RESA member is brought forth to the Ethics Committee for violation of the RESA Code of Ethics the following procedure will be followed:

A 20 volunteer Ethics Committee has been created from the RESA Membership. The volunteers may or may not be called upon during the year to serve in an advisory capacity regarding Ethics and Grievances.

### **Ethics Committee Requirements:**

- Must be a RESA Member
- Must not have any previous Ethics Complaints
- Must sign a Confidentiality Agreement
- Panel will be anonymous to the Petitioner and Respondent and shall remain anonymous during and after the proceeding. This is to preserve the integrity of the committee, prevent “tampering” from petitioners and respondents and to prevent fallout should either party disagree with the outcome.
- Ethics Committee Pool members will be allowed to use Ethics Committee Member in marketing of their business

### **Complaint Process:**

Members making complaints should have exhausted every avenue to resolve the dispute on their own. Grievances should not be taken lightly and great thought and care should be taken before filing a grievance. The Ethics Chairperson and the Ethics Co-Chairperson will take turns facilitating the Grievance process and they will be called the Ethics Facilitator.

Should a RESA Member find themselves in a situation where they are dealing with another member that has violated the Code of Ethics, the concerned member must address the situation with the offending member. Every effort must be made to resolve the issue between the two members.

Should the issue not be resolved either member must take the issue to their Chapter President for resolution. If there is no chapter president or the members are not comfortable addressing the issue/concern with the chapter president they must escalate to the next level of leadership, State President, and then Regional Vice President. Members and leadership are strongly encouraged to resolve the issue on the local level before filing a formal



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ethics complaint. In the event leadership is not currently in place, members may contact the Ethics Chairperson Michelle Minch.

Should a RESA member wish to file a grievance with the Ethics Committee they will file a formal complaint on the official Petitioner complaint form. The complaint form will be submitted to the Ethics Chairperson or Co Chairperson. The Ethics Chairperson will review the complaint and determine if the complaint falls within the guidelines of issues that RESA will review. Should the Ethics Chairperson determine that the grievance is not an issue that should be heard by the Ethics Committee, said Ethics Chairperson will notify the complainant within 5 business days, either via phone, email or US Mail. NO record of the complaint will be kept on file. The Ethics Chairperson will assign an Ethics Facilitator to the case.

### **Witness Statements:**

Please check the witness statement box if your witness is willing to speak to the event or write a statement. The Ethics Facilitator will contact the witness directly. Witness statements may be provided but must be sent directly to the Ethics Facilitator by the witness directly.

### **Desired Resolution:**

The complaint must include a desired resolution. The RESA Ethics Facilitator will determine if the desired resolution is equitable, fair and within the realm of possibility. If the desired resolution is deemed fair, then the matter would be passed on to the Ethics Committee. If it is deemed unreasonable, then it will be sent back to the Complainant for revision with some suggestions of a more equitable resolution.

### **Response Procedure:**

The complaint is sent to the accused stager or staging company (must be a RESA member) which has 2 weeks to respond. If they agree to the desired resolution, the complaint is "resolved". If they respond, but disagree then the complaint will be sent to the Ethics Committee as above unless a different resolution that is agreed to by all parties is reached. If the stager or company doesn't respond within 2 weeks a certified letter return receipt requested will be mailed by US Mail advising of the complaint and process. They will have 10 days from the date of mailing to respond. If they do not respond their membership will be revoked immediately.

### **Valid Complaints:**

Should the Ethics Facilitator determine this is an issue that should be heard by the Ethics Committee for resolution, the Ethics Facilitator will pull 3 members from the Ethics Committee to hear the complaint brought forth. The Ethics Committee will be organized in a list in random order. The Ethics Facilitator will pull the first 3 members on the list from the Ethics Committee pool. If one of the volunteers in that rotation knows one of the individuals they will be disqualified from hearing this issue and be put back in the pool in the next available slot.

The Ethics Facilitator will notify the RESA Member that the grievance has been filed against (the respondent) and they will also receive a copy of the original complaint within 3 business days of filing. They will be asked



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to return a written statement regarding the grievance on the official grievance respondent's form. The Respondent will have two weeks to respond and return their response to the Ethics Facilitator.

The Respondents Response will be sent to the Petitioner for review. Should any information within that response change the mind of the Petitioner, the Petitioner may withdraw their complaint. Should the Petitioner still wish to move forward both the Petitioner and the Respondent statements will be emailed to each of the 3 Ethics Committee Volunteers that have been called to duty. The Ethics Committee Volunteers will review the complaint and response, should they have any questions, they will send those questions to the Ethics Facilitator, and those questions will be presented to the Petitioner or Respondent, they will be answered and returned to the Ethics Committee for review. Process continues until all questions have been answered. The Ethics Committee will have a conference call to discuss the situation and determine a resolution.

### **Legal Issues:**

The Ethics committee cannot determine "legal issues". Should either party feel their issue is of legal merit they should consult legal counsel. The committee will only determine if the Code of Ethics was violated and determine an appropriate resolution and discipline, if warranted.

The Ethics Committee will provide a written report to the Ethics Facilitator their determination.

### **Time Frame:**

It is often difficult to gather information in addition to coordinating times for the committee to all meet and discuss the situation. While every effort is made to ensure a speedy process please allow up to 2 months for completion.

### **Returning the results to the Petitioner and Respondent**

The Ethics Facilitator will return the Ethics Committees findings to both the Petitioner and Respondent. The Ethics Committee shall remain anonymous in order to preserve the integrity of the process.

### **Appeals**

All Ethics committee decisions are final. The final outcome may ONLY be reviewed if rare conditions present such as, if due process was not followed or if new information comes to light within 30 days that would have changed the final outcome. The decision to review rests solely with the Ethics Committee (They may consult the President and Vice President, if desired)

### **Warning Definitions**

#### *Verbal Warning*

General Advice on how to handle differently in the future or advised by the Ethics Committee not to repeat said behavior in the future.



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### *Written Warning*

The Ethics Committee may deem a grievance so severe they do have the ability to issue a written warning upon unanimous vote by all 3 members of the Ethics Committee reviewing the grievance. A written warning consists of instruction on said behavior and stipulates prohibited behavior in the future.

### *Expulsion from Membership*

After 3 written warnings regardless of the subject matter the member will be expelled from RESA Membership for the term of 1 yr. If the member returns to RESA and receives 3 more written warnings they will be expelled from RESA for life.

### *Automatic Expulsion*

If the Ethics Committee feels the situation calls for immediate expulsion they will take the situation to the National Board with a recommendation for expulsion. The National Board will vote and determine if the situation warrants immediate expulsion. Majority vote determines the outcome.

### **Tracking Violations**

Violations will be tracked in the Notes Section of the Member Profile on the RESA Site. This section is not available for view by the public or members and only viewable by admin staff.

### **Questions Should Be Directed To:**

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