

Conflict of Interest Policy for District Office Employees and Volunteers Appeal Process

In accordance with the *Conflict of Interest Policy for District Office Employees and Volunteers*, violations of the policy by an employee or volunteer may constitute grounds for dismissal at the exclusive discretion of the District Superintendent. Should an employee or volunteer who is removed from their position wish to appeal such a decision, the following process applies:

- A written request for appeal must be submitted to the Associate Governance Officer (AGO) of the District Executive Committee (DEXCOM) within 30 days of the employee or volunteer's dismissal.
- The written request must state the grounds for an appeal. The basis on which appeals may be made include penalties that may seem too severe, the violation of the rights of the employee or volunteer to a fair hearing, or a faulty designation of the offense(s) committed.
- An appeal hearing shall be held within 30 days of the request for the appeal.
- The appeal will be heard by DEXCOM or a subcommittee struck by DEXCOM.
- The AGO of DEXCOM shall chair the appeal hearing.
- A full right of hearing shall be given to both the employee or volunteer and to the District Superintendent. Both parties may have a representative present their case at the appeal hearing.
- DEXCOM shall make a final determination of all questions and issues related to the dismissal of the employee or volunteer in question with ten (10) days after the completion of the appeal hearing. The decision shall be final and binding on the employee or volunteer, the District Superintendent, and DEXCOM.
- When an appeal is granted and results in the dismissal being annulled, the employee or volunteer may be restored to their former position.

In situations where the employee is also an Official Worker of The Christian and Missionary Alliance in Canada and the violation is related to a discipline situation, the *Policy on Discipline, Restoration and Appeal for Official Workers* will take precedence.

This document is Annex A from the Conflict of Interest Policy for District Office Employees and Volunteers.

Adopted April 2021



CPD
DEXCOM Meeting
April 17-18, 2023