

POLICY: GRIEVANCE & DISCIPLINARY PROCESS

PROCESS FOR STUDENT/ MEMBER/EMPLOYEE/PATIENT GRIEVANCES

- Grievances can be formally submitted via the [form](#) on the website. Grievances related to educational programs can also be brought directly to the Directors of the Psychoanalytic or Psychodynamic Psychotherapy programs, who will collaborate with the Education Division in order to assess and resolve grievances as appropriate. In the case of serious educational grievances, a task force of the Education Division will be formed to assess the grievance and oversee the disciplinary process as appropriate. In the case of grievances involving alleged discrimination, the matter will be referred to the Discrimination Complaint Committee. In the case of grievances involving alleged ethical violations, the matter will be referred to the Ethics Committee. In the case of grievances involving alleged impairment, the matter will be referred to the Colleague Impairment and Assistance Committee.
- All other grievances will be directed to the Chair of the Board of Directors who will convene a task force for the assessment and resolution of the complaint.

DISCIPLINARY PROCESS

- The Education Division or task force formed by the Education Division will be responsible for overseeing the disciplinary process for grievances relating to the educational programs. If it is concluded that the behavior of a member is unacceptable, the individual will be subject to appropriate corrective action, up to and including termination of membership or employment. If it is concluded that the behavior of a student is unacceptable, the candidate or student will be subject to appropriate corrective action, up to and including termination from the program.
- A grievance against a member or employee will be directed to the Chair of the Board of Directors who will convene a Task Force for the assessment and resolution of the complaint and for determining a corrective or disciplinary action when appropriate.