



Disciplinary Procedures

The status of every ACS member is contingent on reasonable standards of personal conduct and job performance, and following all ACS rules and procedures. Failure to meet such standards shall be grounds for disciplinary action. Penalties for a given violation shall be decided on a case-by-case basis, taking into consideration the nature of the offense, the number of occurrences, the circumstances surrounding the offense, and the consequences of the offense. Penalties shall be determined by the ACS Chief, in consultation with the ACS Leadership Team.

Disciplinary action may include the following:

Verbal Warning:

The ACS chief shall speak with the member about the infraction and provide a verbal warning that if corrective action is not taken, further disciplinary action may occur. The member may continue to participate in ACS activities.

Written Reprimand:

An official letter describing the offense and remediation required will be sent to the member. A copy will be placed into the member's permanent file. The member may continue to participate in ACS activities at the discretion of the ACS Chief.

Probation:

An official letter describing the offense and remediation required will be sent to the member. A copy will be placed into the member's permanent file. The member may participate in ACS activities only with the permission of the ACS chief and under direct supervision. Assignments and facilities access may be limited.

Suspension:

There shall be a temporary loss of all ACS privileges. An official letter describing the offense and remediation required will be sent to the member. A copy will be placed into the member's permanent file. All ACS items (ID cards, keys, codes, apparel, equipment, etc.) must be returned to the ACS Membership Lead. The individual may not participate in any ACS events or activities (including meetings) for the duration of the suspension.

Expulsion:

The individual will no longer be affiliated with ACS. An official letter describing the offense and terminating the relationship of the member with ACS will be sent to the member. A copy will be placed into the member's permanent file. All ACS items (ID cards, keys, codes, apparel, equipment, etc.) must be returned to the ACS Membership Lead. The individual may not participate in any ACS events or activities (including meetings) and will not be permitted to re-join the organization.

I, _____, acknowledge that I have read this document and understand that failing to abide by the rules and procedures of the organization may result in disciplinary action as described in this document.

Signature

Date