

AAPT Membership Disciplinary Policy

Ref: AAPT/P/002
Version: Draft v2.0
Date: 4th August 2026
Review Date: 4th August 2028

Document Control

Version	Date	Author	Details
2.0	4 th August 2026	AAPT Council	Full rewrite aligned to a simplified process

1. Purpose of this Policy

This policy explains how the AAPT manages Concerns about the professional conduct, professional behaviour, or membership obligations of its Members.

It ensures Concerns are handled:

- Fairly
- Consistently
- Proportionately
- In a timely manner

Defined terms used in this policy have the following meanings:

“Concern” means any allegation, complaint, report or information suggesting a Member may have breached the AAPT Code of Conduct or otherwise acted in a manner that may bring the AAPT or the profession into disrepute.

“Member” includes all membership grades, company Members, Council Members and Honorary Officers.

2. Scope of this Policy

This policy applies to:

- All AAPT Members (all grades)
- Company Members
- Council Members and Honorary Officers

2.1 What AAPT Will Consider

The AAPT will consider Concerns relating to:

- Breaches of the AAPT Code of Conduct
- Behaviour that in the AAPT's reasonable opinion may bring the profession or AAPT into disrepute or conduct that may breach professional or ethical standards.

This may include conduct occurring online, including through social media or other public communications.

2.2 What AAPT Will NOT Consider

The AAPT will not deal with:

- Employer/employee disputes (e.g. workplace grievances or disciplinary matters)
- Personal disputes between colleagues
- Contractual or employment issues
- Matters that are currently being investigated by an employer, regulator, or legal authority unless the AAPT considers immediate action necessary to protect its reputation, Members, or the public interest.

Where a Concern relates to an employer/employee issue, it will ordinarily be addressed through the employer's own procedures first.

If another organisation (e.g. employer, regulator, or police) is investigating, the AAPT will ordinarily wait for the outcome before deciding whether to act.

The AAPT will aim to progress matters promptly and proportionately, although timelines may vary depending on complexity and the timelines or details of related external investigations (if any).

3. Raising a Concern

Anyone may raise a Concern about a Member.

Concerns must:

- Be submitted in writing to the [AAPT Secretary](#)
- Clearly describe the issue
- Include supporting evidence where possible

The AAPT may also initiate a Concern if a Council Member becomes aware of a potential issue.

Anonymous Concerns may be considered at the discretion of the AAPT where sufficient information is available.

The AAPT may decline to consider Concerns which are reasonably considered by the AAPT to be frivolous, vexatious, or made in bad faith.

The AAPT will:

- send an acknowledgement of the Concern to the person who raised it; and
- inform the respondent that a Concern has been raised, providing the key details of the Concern and a copy of this Policy, along with confirmation of next steps.

4. Initial Review (Triage Stage)

On receipt of a Concern, the AAPT will carry out an initial review to decide whether:

- The matter falls within the scope of this policy
- There is sufficient information to suggest a potential breach of the Code of Conduct or professional or ethical standards.

The initial review will be undertaken by the AAPT Secretary together with the Chair or nominated Council representative. The purpose of the initial review is not to determine whether a breach has occurred.

At this stage, the AAPT may:

- Reject the Concern (e.g. out of scope or insufficient evidence)
- Pause the case (e.g. pending employer or regulator outcome)
- Proceed to investigation

Both the complainant and the Member will be informed of the outcome.

5. Investigation

If the Concern proceeds:

- **Investigation Panel Members** will be formed comprising one Member of the AAPT Executive (who will chair the panel) and two other Council Members. The AAPT may appoint independent external advisors or panel Members where appropriate.
- The Member will be informed of the Concern
- The Member will be given the opportunity to respond in writing
- All evidence will be reviewed

The Investigation Panel will decide on the balance of probabilities:

- **No case to answer** → case closed
- **Breach identified** → appropriate action taken

A separate hearing is not always required. Decisions may be made based on written evidence where appropriate and available. Where a hearing is required, the process is as described in Section 7.

Any individual involved in the Investigation Panel process must declare any actual or potential conflict of interest. The AAPT may appoint alternative panel Members where appropriate to ensure fairness and impartiality.

The Member will be informed in writing of the outcome and reasons for the decision.

6. Outcomes and Sanctions

Where a breach is identified, the AAPT may apply one or more of the following:

- No further action (with advice or guidance)
- Formal warning
- Conditions applied to membership, such as training requirements, behavioural undertakings, or restrictions on participation in the AAPT activities.
- Suspension of membership
- Revocation (removal) of membership

Membership will continue during the investigation unless the AAPT reasonably considers temporary suspension necessary to protect the integrity or reputation of the organisation, the interests of Members, or the fairness of the process.

Any sanction will be proportionate to the nature and seriousness of the conduct identified.

7. Hearings (if required)

A hearing is not required in every case. The Investigation Panel may reach a decision on the written evidence where it considers that this is fair and proportionate, having given the Member a reasonable opportunity to respond. A hearing will normally be arranged where the Panel considers that it is necessary in the interests of fairness, including where:

- there are material disputed facts;
- the proposed sanction may include suspension or revocation of membership;
- the Panel requires clarification of the evidence or the Member's response; or
- the circumstances are otherwise sufficiently serious or complex to justify an oral hearing.

The Panel will inform the Member whether a hearing will be held and, if not, that the matter will be determined on the written evidence.

At a hearing:

- The Member may attend and present their case

- The Member may be accompanied by a professional colleague or representative. Legal representation will not normally be permitted unless the AAPT considers it appropriate in the circumstances, having regard to the complexity and seriousness of the Concern and the interests of fairness.
- The panel may ask questions

Hearings may take place in person or remotely. Hearings will be held in private and must not be recorded without the permission of the panel.

Where the Member is accompanied by a professional colleague or representative for support, and unless the Panel agrees otherwise in advance, the representative may support the Member and may make brief submissions on the Member's behalf, but they may not answer questions for the Member, give evidence in place of the Member, or question the Panel, witnesses or any other participant.

The hearing will be conducted by the Chair of the Panel. The Chair may determine the order of proceedings, the questions to be asked, and any other procedural matters.

8. Appeals

A Member may appeal a decision if:

- There has been a procedural error
- New evidence has become available
- The decision is considered unreasonable (meaning the decision was not reasonably open to the decision-maker on the evidence and information available at the time. This may include where relevant evidence or factors were overlooked, irrelevant matters were relied upon, the findings were unsupported by the evidence, or the outcome was disproportionate to the findings. An appeal on this ground is not an opportunity to rehear the case simply because the Member disagrees with the decision).

Appeals must:

- Be submitted in writing within 30 calendar days to the AAPT Secretary

Appeals will be considered by individuals not involved in the original decision. An appeal is not ordinarily a full rehearing of the original matter.

The appeal panel may:

- Uphold the original decision;
- Overturn the original decision; or

- Require the matter to be reconsidered

The appeal decision is final.

9. Re-admittance

A person whose membership has been revoked may reapply after a minimum period (normally two years), at the discretion of Council. Any reapplication will be considered on its own merits.

10. Special Cases

10.1 Council Members / Honorary Officers

Any person who is the subject of a Concern, or who has a material connection to the matter, must not participate in decision-making. Where a Concern involves a Council Member or Honorary Officer:

- They will not take part in the process
 - Independent or alternative panel Members will be appointed
-

11. Confidentiality

Participants in any process are expected to maintain confidentiality where reasonably possible. All information shared in connection with a Concern or procedure subject to this policy will be treated as confidential.

Information will only be shared where necessary for:

- Managing the case
- Legal or regulatory requirements

Personal information will be handled by the AAPT in accordance with applicable data protection legislation.

12. Governance

This policy forms part of the AAPT Code of Conduct and applies to all Members.

The AAPT may refer serious matters to appropriate regulatory or legal bodies.

This policy will be periodically reviewed by the AAPT.
