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# COMPLAINTS POLICY And PROCEDURAL GUIDELINES

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## **1. INTRODUCTION**

### **1.1 Aim**

The aim of this procedure is to afford protection to both the public and hypnotherapists, and also to protect the name of the profession of hypnotherapy as conducted by both individuals and organisational members of the Society.

**1.1a** In accord with this aim it is possible for the Society to act in the absence of a complaint in cases where it is deemed that not to act would be prejudicial to the good name and standing of the Society and/or the profession as a whole.

### **1.2 Bringing a Complaint**

A complaint can be brought either by a member of the public seeking or using a service provided by a member of the Society, or by a member of the Society themselves.

### **1.3 Complaints against Non-members**

The Society cannot deal with complaints against individuals or organisations who are not members of the Society.

### **1.4 Procedure**

In outline the complaints procedure provides that:

On receipt of a complaint a decision will be made EITHER:

- a) to accept the complaint for further investigation and possibly adjudication
- OR
- b) to reject the complaint.

### **1.5 Procedural Requirements**

The procedure requires that ideally a complaint should be correctly formulated (see **Section 2**) and that enough information is available for a decision to be made as to whether the complaint should go forward to be adjudicated or not. In cases where the information is considered insufficient for adjudication of the complaint, the Chair of the Complaints Tribunal may gain further information and then decide if the complaint should go forward for adjudication. The facts discovered at the preliminary investigation stage will inform the decision on whether the complaint should be accepted for adjudication or not.

### **1.6 Timescale**

A complaint can be lodged without time limitation in regard to the occurrence of the event(s) which form(s) the substance of that complaint.

### **1.7 Record Keeping**

All documentary records of complaints will be kept for a period of 7 years from the finalisation of the Complaints Procedure.

### **1.8 Administration**

The Administration of the Complaints Procedure will follow the protocols laid down from time to time by the Complaints Tribunal of the Society and these will be administered by a member of the Complaints Tribunal or designated Head Office staff.

### **1.9 Expenses**

The Society is not responsible for travel or any other expenses incurred either by the Complainant or the Respondent in connection with any stage of the complaint.

### **1.10 Preparatory Consultations**

Before making the complaint, the Complainant is advised to attempt to resolve the issue with the Individual or Organisational Respondent. The Complainant may contact the ASCH for guidance on how to go about this. An attempt should be made to use available informal channels or, in the case of organisational members, appropriate internal channels. Any person considering making a complaint may have preliminary discussions concerning the proper formulation of the complaint (see **Section 2**) and the implementation of the Complaints Procedure with the Chair of the Complaints Tribunal who can be contacted through the Head Office of the Society.

### **1.11 Dual Accountability**

The Complaints Tribunal may decide to stay a complaint if they become aware that another organisation is involved in a similar process arising out of the same substantive matters. Once the other organisation has finalised their procedure the Complaints Tribunal will proceed with the Complaints Procedure. The Complaints Tribunal may take into account the other organisations findings.

## **2. PROCESSING A COMPLAINT**

### **2.1 The Complaint**

The complaint must satisfy the following conditions:

- a) the allegation is about a breach of a specific clause of the Code of Ethics or Membership guidelines as set out in the ASCH Code of Conduct.
- b) the complaint is brought either by a member of the public seeking or using a service provided by a member OR by a current member of the Society against another member of the Society. In cases involving minors, parent(s) or Guardians may act on their behalf.
- c) attempts to resolve the matter between the two parties are shown to have been made, or if not, an explanation of why not is provided.
- d) legal proceedings have not been issued or pending regarding matters forming the subject matter of the complaint.
- e) the written and signed complaint is received by the Chair of the Complaints Tribunal.
- f) The Complaints Tribunal will decide whether to accept or reject the complaint in line with the criteria a-e of this section.

### **2.2 Acceptance of a Complaint**

- a) Once the complaint is accepted the Complaints Tribunal will be asked by the Chair of the Complaints Tribunal to start the formal Complaints Procedure.
- b) If the Complaints Tribunal rejects the complaint (in accord with “f” above), the Complaints Procedure will forthwith be terminated and the Complainant and the Respondent accordingly notified. Draft letters for this notification are to be found in **Appendix A**. In the event that the complaint is rejected, the Complaints Tribunal still reserves the right to send the Respondent a letter of advice regarding the content of the complaint.

### **3. THE COMPLAINTS TRIBUNAL**

#### **3.1 Composition of the Tribunal**

Upon receipt of a complaint the Chair of the Complaints Tribunal will appoint no less than three members, one of which can be the Chair of the Complaints Tribunal to preside over the complaint. The members can be permanent members of the Complaints Tribunal or Co-opted onto the tribunal for the term of the complaint. This is to enable the tribunal to access expert skills in the area specific to the complaint. If the Chair of the Complaints Tribunal is not able to preside over the complaint then a senior member of the Tribunal will be appointed to head the complaints procedure.

#### **3.2 Conduct**

Persons taking part in the Complaints Procedure are required to act in a manner that preserves confidentiality and avoids prejudicing the procedure's outcome or exercising an improper influence upon it. Any breach of this may result in the procedure being halted or terminated at any stage by the Chair of the Complaints Tribunal.

#### **3.3 Evidence**

All evidence received in the initial complaint and the Respondent's response to that complaint will be open and available to all parties directly involved in the complaint. Though the complainant will have a chance to submit a written reply to the Respondent's response to their complaint, this reply will not be made available to the respondent. It is hoped that this will help to redress some of the imbalance caused by the nature of the client/practitioner relationship. The Society will be responsible for this distribution of material. A person who is not a party to the complaint or a member of the Complaints Tribunal shall not be entitled to copies of any documentation that comes into the possession of the Society as a result of the complaint. All evidence provided to the Society may be subpoenaed by a Court of Law.

#### **3.4 Suspension of Rights of Membership**

The Chair of the Complaints Tribunal can, after consultation with the Chair of the Society, pending the completion of the adjudication, suspend the Respondent's rights of membership of the Society when the majority of the Complaints Tribunal feel the complaint is of sufficient seriousness or because EITHER:

- i. Physical or emotional harm has been caused

AND/OR

- ii. The exploitation of a member of the public is involved

AND/OR

- iii. where the complaint is of such a kind that it could result in the expulsion of the individual or organisational member from the Society if the complaint is upheld.

In addition to or instead of the aforementioned the following rights of membership can be suspended with immediate effect:

- a) promotion in publications of the Society
- b) the occupancy of a role within any structures or affiliated groups of the Society

- c) the right to put oneself forward for election to the Management Committee, the Chair of a Committee or any committee position
- d) voting rights
- e) any professional status conferred by virtue of membership such as Accreditation, Registration and Certification

The Chair of the Society will notify the Respondent of the suspension of membership or of the suspension of any rights of membership. (See **Appendix B** for draft letter.)

No liability for any loss suffered will attach to the Society for the suspension of membership or rights of membership where a complaint is not upheld.

### **3.5 Lapsed Membership**

Failure to renew membership by a Respondent during the course of a complaint shall not normally terminate the Complaints Procedure, which will continue to its conclusion.

## **4. THE FORMAL COMPLAINT - PROCEDURAL GUIDELINES**

### **4.1 Initial Notification**

If the Tribunal accepts a complaint then the complainant is to be sent a letter (for draft see **Appendix C**) asking for permission for a copy of the complaint to be sent to the respondent (see section 4.2). If this permission is not forthcoming the complaints procedure is halted in accord with the principles laid down in section 3.3 and the complainant notified of same.

Upon receipt of the above permission the respondent will be notified in writing that a complaint against them has been received (see **Appendix D** for a draft letter) and a copy of the letter of release sent by the complainant. As per section 4.3, they will also be sent a copy of the latest version of the code of conduct and a copy of the complaints and appeals procedure. The Respondent will also receive notification of those matters in the complaint of principle concern to the complaints tribunal. This notification will include a list of what sections of the code they are considered to be in violation of and an invitation to respond to the Tribunal's concerns. This initial notification shall take place before any publication re the complaint occurs in the Society's Newsletter.

If the complaint is rejected at any time during this process the Complaints Tribunal reserve the right to send the Respondent a letter of advice regarding the content of the complaint.

### **4.2 Information Required from the Complainant**

Once the complaint has been accepted the Complainant is notified of receipt of complaint and informed that in order for the complaint to proceed that they must agree in writing that;

- a) all information presented by them will be passed on to the Respondent. they give the Respondent authorisation to release, to the Complaints Tribunal, confidential information relevant to the complaint.  
AND
- b) that they are not, at this stage, intending legal action against the member and if they decide to take independent legal action they will notify the Society of their intention to pursue legal matters.
- c) If no confirmation is received from the Complainant with in 21 working days then the complaint is rejected (in accord with the principles laid down in section 3.3) and the Respondent and the Complainant are notified of the decision.

#### 4.3 Notification of Respondent

Upon receipt of notification from the complainant regarding information being passed on to the Respondent, release of case notes and assurance that they are not at this time pursuing independent legal action, copies of the complaint will be forwarded to:

- ❖ the individual or Organisational Respondent.

and notification of the complaint (but not its substance) will be passed on to:

- ❖ an Organisational Member of the Society of which the Individual respondent is a member or is known to be currently working for (if applicable).

The Respondent will also receive notification of those matters in the complaint of principle concern to the complaints tribunal. This notification will include a list of what sections of the code they are considered to be in violation of. The latest version of the code of conduct and a copy of the complaint guidelines and appeals procedure is available at the ASCH website [www.asch.com.au](http://www.asch.com.au) and this will be pointed out to the respondent at this time.

#### 4.4 Responding to a Formal Complaint

The Respondent will be invited to submit a written response to the formal complaint, based on the list of concerns and code breaches already sent to them, to the Complaints Tribunal to be received by the Society within 14 working

days. This Response should include supporting documentation, evidence, or comments from those in a position to have observed the hypnotherapist in a hypnotherapy context. In this regard, comments from a supervisor may also be helpful. ***IT SHOULD BE NOTED THAT THIS MAY BE THE HYPNOTHERAPIST'S ONLY CHANCE TO RESPOND TO THE COMPLAINT.***

- a) If a response is not received within 14 days then the complaint will be upheld and sanctions imposed and the complaint published in the Society's Newsletter.
- b) If a response is received then this response is forwarded to the Complainant for comment. If a Complainant wants to respond then the response must be received by the Society within 7 working days.
- c) The Tribunal ***MAY***, (though this is not usual) at their discretion, seek to clarify points already presented, or, ask for more information from either party via letter, phone interview or face to face interview. ***Please Note:*** should the Tribunal choose to do this, then both parties will be given the opportunity to provide additional information regarding that particular aspect of the complaint, and both will be interviewed via the same media.

#### **4.5 Brief of Adjudication Meeting**

The brief of the Adjudication Meeting is to examine complaint(s) in a formal manner, decide on their validity and recommend sanctions as appropriate. Where there are several complaints against the same member they may be heard separately or at the same Adjudication Meeting at the discretion of the Chair of the Complaints Tribunal. The Tribunal has the right to examine and take into account any former or pending complaints against the Respondent.

#### **4.6 The Adjudication Meeting**

The Complaints Tribunal will meet to adjudicate the complaint. The composition of the Complaints Tribunal will have regard to the aims of the Complaints Procedure, and the requirement on members of the Tribunal to be impartial. It will also have regard to the Society's equal opportunity policies and to the need for expertise required by the substance of the complaint.

#### **4.7 Declaration of Interest**

Members of the Complaints Tribunal have a duty to declare any interest that may be considered to compromise their impartiality. The views of the Complainant and the Respondent will be taken into consideration when deciding whether the impartiality of any member of the Complaints Tribunal might be so compromised as to require that they be replaced.

#### **4.8 Conduct of Meeting**

The Chair of the Adjudication Meeting (either the Chair of the Complaints Tribunal or the senior member presiding over the complaint) is responsible for ensuring that the Adjudication meeting is conducted in a manner that shows due regard to the gravity of the situation and to consideration of confidentiality.

#### **4.9 The Adjudication**

The Complaints Tribunal will decide whether the complaint is proved or not proved and may make recommendations on sanctions to be imposed. The Complaints Tribunal will, within 14 working days, produce a report outlining the complaint, the Tribunal findings and the sanctions to be imposed, which will be presented to the Chair of the Society to be applied in accordance with Section 5 of this document.

#### **4.10 Notification of Findings**

- a) Within 14 working days, the Complaints Tribunal will produce a report outlining the complaint, the Tribunal findings and the sanctions to be imposed, if for some reason this is not possible both parties and the Chair of the Society shall be notified.
- b) The Chair of the Complaints Tribunal will notify the decision of the Complaints Tribunal to the Chair of the Society.
- c) The Respondent will be notified of the sanctions imposed by the Chair of the Society (see draft letter **Appendix E**).
- d) The decision to uphold the complaint will be published; detailing the clauses held to have been breached and the expiry date of the sanctions that have been imposed; in the Society's Newsletter or elsewhere should this be deemed appropriate. Any sanctions imposed will be published in the Society's Newsletter. The publication of the decision and sanctions will be made only after the necessary time for notification of appeal has elapsed. (See **Section 6**)

- e) The Chair of the Complaints Tribunal will also notify any Complainant(s) of the decision and where applicable the sanctions imposed (see draft letter **Appendix E**).
- f) In a case where the individual Respondent is a member of or is known to be currently working for an Organisational Member of the Society, the Organisational Member will be informed of the outcome of the Complaints Procedure.

#### 4.11 Venue

Adjudication Meetings will be held at a location deemed appropriate by the Chair of the Complaints Tribunal or the senior member presiding over the complaint. The venue selected for an Adjudication meeting will provide a secure and confidential environment.

### 5. SANCTIONS

Any of the following sanctions, or others deemed appropriate by the complaints tribunal, may be imposed. The compliance/non-compliance of these sanctions is to be supervised by the Chair of the Complaints Tribunal.

#### **A PROBATIONARY PERIOD FROM 1 – 5 YEARS WITH:**

- a) a requirement to demonstrate (by, but not limited to, reflective paper/fully referenced paper/course completion) specified change/improvement by a specific date
- b) provision for a reporting supervisor, acceptable to the Society, but chosen by the member, to monitor the member's work
  - 1) Where a supervisor is a requirement, the qualifications and experience of the nominated supervisor must be submitted to the Complaints Tribunal for approval.
  - 2) Upon acceptance of a supervisor the Respondent should forward the supervisor a copy of the Tribunal's findings which will outline and list the relevant concerns that need to be addressed in the supervisor's reports.
  - 3) The supervisor shall be notified by the respondent of the time frame in which reports are to be submitted.
  - 4) All correspondence is to be forwarded to The Australian Society of Clinical Hypnotherapists marked: Attention Chair of the Complaints Tribunal, The Australian Society of Clinical Hypnotherapists, 65 Hume St, Crows Nest, NSW 2065
  - 5) It is the responsibility of the member NOT of the Complaints Tribunal to ensure that reports are submitted within the allocated time frame.
  - 6) Upon receipt of a supervisor's report the Chair of the Complaints Tribunal is to call a meeting of the Tribunal within 14 working days.
- c) Suspension of any professional status conferred by virtue of membership, such as Accreditation, Recognition (including the Registry and Referral Database), and rights of membership for the specified period following the fulfilment of conditions specified by the Society. ***In cases of suspension from the register or deregistration it is the responsibility of the hypnotherapist to notify any providers with whom they are registered and their insurance company of this fact.***

**AN EDUCATIVE PROBATIONARY PERIOD FROM 1 – 12 MONTHS WITH:**

- a) a requirement to demonstrate (by but not limited to; reflective paper/fully referenced paper/course completion) specified change/improvement by a specific date
- b) provision for a reporting supervisor, acceptable to the Society, but chosen by the member, to monitor the member's work
  - a. Where a supervisor is a requirement, the qualifications and experience of the nominated supervisor must be submitted to the Complaints Tribunal for approval.
  - b. Upon acceptance as a supervisor the Respondent should forward the supervisor a copy of the Tribunal's findings which will outline and list the relevant concerns that need to be addressed in the supervisor's reports.
  - c. The supervisor shall be notified by the respondent of the time frame in which reports are to be submitted.
  - d. All correspondence is to be forwarded to the The Australian Society of Clinical Hypnotherapists marked: Attention Chair of the Complaints Tribunal, The Australian Society of Clinical Hypnotherapists, 65 Hume St, Crows Nest, NSW 2065.
  - e. It is the responsibility of the member NOT of the Complaints Tribunal to ensure that reports are submitted within the allocated time frame.
  - f. Upon receipt of a supervisor's report the Chair of the Complaints Tribunal is to call a meeting of the Tribunal within 14 working days.

**EXCLUSION FROM THE SOCIETY WITH:**

- a) termination of any professional status or membership
- b) a directive to cease hypnotherapy/training/supervision or other hypnotherapy related activities under the auspices of ASCH for a specific period or indefinitely
- c) other such sanctions as may from time to time be deemed appropriate to the particular circumstances of a case.

**5.1 Failure to Comply with Sanctions**

Failure to comply with sanctions will result with the Chair of the Complaints Tribunal writing to the Chair of the Society with information and recommendations as to whether or not membership should be terminated. The Chair of the Society will notify the member of their decision, which may in turn be published in the Society's Newsletter.

## **6. CRITERIA FOR APPEAL AND ACTIONS TO BE TAKEN**

### **6.1 Appeals to go to the Chair of the Society**

The Chair of the Society will receive all Appeals. All Appeals must be accompanied by any supporting documentation.

### **6.2 Criteria for Appeal**

The Chair of the Society or their delegate (who may take advice from the Society's Solicitor) will consider the appeal. In deciding whether an Appeal shall proceed or not the Chair of the Society or their delegate, is empowered to investigate and interview witnesses in relation to any possible breach of the following criteria:

- a) There has been a material breach of procedure laid down in the Society's Protocols and Procedures.
- b) There has been intimidation of any party involved in the Complaints Procedure.
- c) There is a bias by any person involved in the Complaints Procedure in a 'judiciary' capacity.
- d) There has been failure to disclose a relationship between the investigator or a member of the adjudication panel and a person involved in the Complaints Procedure.
- e) In cases where the Complaints Tribunal has decided upon de-registration the respondent may ask for the case to be reconsidered by the Appeals Tribunal.

### **6.3 Action to be Taken if Criteria Satisfied**

If the Appeal satisfies any of the criteria, the Appeal Procedure set out in **Section 7** hereof shall take effect.

### **6.4 Failure to Satisfy Criteria**

If an Appeal does not satisfy any of the criteria the person lodging the Appeal will be notified of the face by the Chair of the Society.

### **6.5 Decision to be Final**

The decision of the Chair of the Society or their delegate shall be final as to whether any of the criteria are met.

## **7. APPEALS - PROCEDURAL GUIDELINES**

### **7.1 Timeframe**

The Respondent may appeal the decision and/or the sanction(s) by writing to the Clerk of the Complaints Procedure within 14 working days of the notification of the sanctions.

### **7.2 Criteria**

The criteria for making an Appeal and for determining whether those criteria are satisfied will be made under the provisions of Section 6.2 hereto. Only if the criteria are satisfied shall the remainder of the procedure take effect, as set out in this section.

### **7.3 Composition of the Appeal Panel**

The Chair of the Society or their delegate, will appoint up to three people, not previously involved in the case, to decide the appeal (the Appeal Panel). One member must be a member of the Management Committee of the Society previously uninvolved in the complaint and one member must be from outside the hypnotherapy profession.

### **7.4 Brief of the Appeal Panel**

The Appeal Panel will review the evidence on which the decision was made, its decision, and the sanctions imposed. The Appeal Panel can, at its discretion, interview the Respondent and the Complainant. Please note that both parties must be given the opportunity to provide additional information and both must be interviewed via the same means.

### **7.5 Decision of the Appeal Panel**

The Appeal Panel will report its decision to the Chair of the Society or their delegate, who will implement its decision. The decision will be final.

### **7.6 Notification of Decision**

The decision of the Appeal Panel will be notified to the appellant parties in writing, and also to the Complaints Tribunal, within 7 working days. No reasons shall be required to be appended to that decision.

### **7.7 Publication**

Where the appeal is not allowed, the original decisions of the Tribunal and the sanctions imposed by the Chair of the Society and the date of their effect will be published in the Society's Newsletter or elsewhere in accord with section **4.10**.

## **8. Publication**

### **8.1 Right to Publish**

The Society reserves the right to publish such details of complaints as it considers appropriate. Normally details shall include the members name, date of effect of probation/termination and articles of the code under which membership has been placed under probation/terminated.

### **8.2 Place of Publication**

Any notification that the Society, under these procedures, is entitled to publish in its Newsletter and may, at its discretion, be published elsewhere by the Society. An example might be:

“xyz has received a probationary period from the Complaints Tribunal for breaches of the code of ethics. This period of probation, which includes suspension of membership rights, will finish on \_\_\_/\_\_\_/\_\_\_ if all sanctions have been complied with.”

Or

“xyz has received an educative probationary period from the Complaints Tribunal for breaches of the code of ethics. This period of probation, which **DOES NOT** include the suspension of membership rights, will finish on \_\_\_/\_\_\_/\_\_\_ if all sanctions have been complied with.”

### **8.3 Termination of Membership to be Published**

The Termination of membership under the Complaints Procedure will be reported in the Society’s Newsletter and/or elsewhere in accord with **8.2**. An example might be:

“xyz has been de-registered from the ASCH by the Complaints Tribunal for the following breach(es) of the code of ethics Section \_\_\_\_\_. This de-registration is permanent and commenced as of \_\_\_/\_\_\_/\_\_\_”

## **9. LEGAL ACTION RELATED TO COMPLAINTS**

### **9.1 Requirements Re Legal Action**

Complainants and Members Complained Against are required to notify the Tribunal if they learn of any type of legal action (civil or criminal) being filed related to the complaint.

### **9.2 If Legal Action is Undertaken During Complaint Procedure**

In the event any type of legal action is filed regarding an accepted complaint, all actions related to the complaint will be stayed until the legal action has been concluded. The Tribunal will consult with legal counsel concerning whether the processing of the complaint will be stayed if the legal action does not involve the same complainant and the same facts complained of.

### **9.3 If Stay of Action is Required**

If actions on a complaint are stayed, the Complainant and Respondent will be notified.

### **9.4 Continuation of Complaint After Legal Action**

The actions on a complaint may be continued after legal action has been concluded. In this case the Complainant and Respondent will be notified.

### **9.5 Account to be Taken of Result of Legal Action**

The Complaints Tribunal has the right to take into account the results of the legal action.

**APPENDIX A      LETTER TO COMPLAINANTS REGARDING NON-CONTINUANCE**

Date

Dear Name,

Re: Complaint brought against XXX.

I am writing to inform you that after serious consideration the ASCH complaints tribunal has found that it cannot proceed with the complaint that you have lodged with us.

Although the matter you have raised with us is of concern, Section XXXXX of our Complaints Procedure, (as stated below) means that the complaints procedure can go no further:

XX  
XX  
XX

[The following is an optional paragraph depending on the complaint, for complaints may be rejected due to lack of substance.]

However, we will be contacting XXXXXXXX to advise them that a complaint has been made (though no names will be given) and the nature of the complaint (ie what guidelines may have been breached) and ask them to consider their methodology, policies and procedures in this regard, and the possibility that some adjustment may be needed.

Should you have any further questions please feel free to contact me.  
Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

All correspondence should be marked “Private and Confidential”.

Yours faithfully,

XYZ  
Chair,  
The Australian Society of Clinical Hypnotherapists Complaints Tribunal.



**APPENDIX B LETTER TO MEMBER RE SUSPENSION OF MEMBERSHIP RIGHTS**

Date

Dear Name,

Re: Complaint brought against you.

I wish to advise you that because of the serious nature of the complaint brought against you concerning the following section(s) of the ASCH Code of Conduct:

XX  
XX

the Complaints Tribunal has decided to suspend your membership in accord with the following section of the ASCH Complaints procedure:

**3.5 Suspension of Rights of Membership**

The Chair of the Complaints Tribunal can, after consultation with the Chair of the Society, and pending the completion of the adjudication, suspend the Respondent's rights of membership of the Society when the majority of the Complaints Tribunal feel the complaint is of sufficient seriousness or because EITHER:

- i. Physical or emotional harm has been caused

AND/OR

- ii. The exploitation of a member of the public is involved

AND/OR

- iii. Where the complaint is of such a kind that it could result in the expulsion of the individual or organisational member from the Society if the complaint is upheld.

In addition to or instead of the aforementioned, the following rights of membership can be suspended with immediate effect:

- a) promotion in publications of the Society
- b) the occupancy of a role within any structures or affiliated groups of the Society
- c) the right to put oneself forward for election to the Management Committee, the Chair of a Committee or any committee position
- d) voting rights
- e) any professional status conferred by virtue of membership such as Accreditation, Registration and Certification

No liability for any loss suffered will attach to the Society for the suspension of membership or rights of membership where a complaint is not upheld.

This suspension is immediate and shall apply until the completion of the complaints procedure.

Should you have any further questions please feel free to contact me.

Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

All correspondence should be marked "Private and Confidential".

Yours faithfully,

XYZ  
Chair,  
The Australian Society of Clinical Hypnotherapists Complaints Tribunal.

**APPENDIX C LETTER OF RELEASE OF INFORMATION TO BE SIGNED & RETURNED**

Date

Dear Name,

Re: Complaint.

In accord with the ASCH Complaints Procedure sections 3.3 and 4.1 I hereby request that you sign the following and return it to:

Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

**Please Note:** All correspondence should be marked "Private and Confidential".

**CLIENT AUTHORISATION**

I, \_\_\_\_\_ hereby give my consent for my  
Hypnotherapist: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

to discuss and/or provide specific session information to ASCH Complaints Tribunal to assist them in the investigation of my complaint.

I also provide authority to the ASCH Complaints Tribunal to pass on any information I give to them to the respondent.

This authority is valid from the date of my signature.

All information given is to be treated as confidential.

Client's Name: \_\_\_\_\_

Client's Signature: \_\_\_\_\_ Date: / /

Yours faithfully,

XYZ

Chair,

The Australian Society of Clinical Hypnotherapists Complaints Tribunal.

**APPENDIX D LETTER OF NOTIFICATION TO COMPLAINANT(S) RE COMPLAINT**

Date

Dear Name,

Re: Complaint brought against XXX.

I am writing to confirm receipt and acceptance of the above mentioned complaint brought against XXXXX, a member of the Australian Society of Clinical Hypnotherapists, and to inform you of the process for dealing with complaints.

All complaints brought against members of the Australian Society of Clinical Hypnotherapists are dealt with by the Complaints Tribunal, a sub-committee of the ASCH whose purpose is specifically to deal with and respond to complaints brought against its members.

All members of the ASCH are required to interact with their clients in an ethical and responsible way, as outlined in the ASCH Code of Ethics and Practitioner Standards. The Complaints Tribunal is responsible for administering the Code of Ethics and Practitioner Standards.

The Complaints Tribunal acts to handle situations where the normal processes of mediation and conciliation have failed and to provide a forum where complaints brought against hypnotherapists may be fairly defended and assessed. In processing complaints about alleged ethical misconduct, the Committee will compile an objective, factual account of the dispute in question and make the best possible recommendation for the resolution of the case. The Committee, in taking any action, shall do so only for cause, shall only take the degree of disciplinary action that is reasonable and shall utilise these procedures with objectivity and fairness.

Your complaint has been accepted by the Complaints Tribunal and will be dealt with in accordance with procedural guidelines. In assessing the complaint the Tribunal members may ask you to clarify some points or provide further information prior to a final resolution of the case.

Your letter of Complaint will be forwarded to \_\_\_\_\_ (the respondent) for comment and they will be asked to respond. That response will then be sent to you for further comment should you so desire. Upon your response to (the respondent's) comments, the Tribunal will be convened and your case will be reviewed. The findings of the Tribunal will then be forwarded to both yourself and the Respondent.

Thank you for communicating your concerns to the Society and we will keep you informed throughout the procedure.

Should you have any further questions please feel free to contact me.

Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

All correspondence should be marked "Private and Confidential".

Yours faithfully,

XYZ

Chair, The Australian Society of Clinical Hypnotherapists Complaints Tribunal.

**APPENDIX D LETTER OF NOTIFICATION TO MEMBER RE COMPLAINT**

Date

Dear Name,

Re: Complaint brought against you by XXX.

I am writing to confirm receipt and acceptance of the above mentioned complaint brought against you, as a member of the Australian Society of Clinical Hypnotherapists, by XXX, and to inform you of the process for dealing with complaints.

All complaints brought against members of the Australian Society of Clinical Hypnotherapists are dealt with by the Complaints Tribunal, a sub-committee of the ASCH who purpose is specifically to deal with and respond to complaints brought against its members.

All members of the ASCH are required to interact with their clients in an ethical and responsible way, as outlined in the ASCH Code of Ethics and Practitioner Standards. The Complaints Tribunal is responsible for administering the Code of Ethics and Practitioner Standards.

The Complaints Tribunal acts to handle situations where the normal processes of mediation and conciliation have failed, and to provide a forum where complaints brought against hypnotherapists may be fairly defended and assessed. In processing complaints about alleged ethical misconduct, the Committee will compile an objective, factual account of the dispute in question and make the best possible recommendation for the resolution of the case. The Committee, in taking any action, shall do so only for cause, shall only take the degree of disciplinary action that is reasonable and shall utilise these procedures with objectivity and fairness.

Your complaint has been accepted by the Complaints Tribunal and will be dealt with in accordance with procedural guidelines. In assessing the complaint, the Tribunal members may ask you to clarify some points or provide further information prior to a final resolution of the case.

In essence the complaint deals with an alleged breach of the following Section(s) of the ASCH Code of Conduct:

XX  
XX  
XX

These alleged breaches have generated the following concerns for the Complaints Tribunal:

XX  
XX  
XX

We ask you to carefully consider these matters and respond in writing to the Tribunal, addressing these sections of the Code of Conduct and these concerns of the Tribunal, within fourteen (14) working days.

Your response to the Complaint will be forwarded to \_\_\_\_\_ (the complainant) for comment and they will be asked to respond. That response will then be sent to the Tribunal that will be convened to and your case will be reviewed. Therefore, although

at its discretion, the Tribunal may ask you for more information ***your response may be the only chance you have to state your case to the Tribunal.*** After The Tribunal has sat, its findings will then be forwarded to both yourself and the Complainant.

Should you have any further questions please feel free to contact me.

Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

***Please Note:*** All correspondence should be marked “**Private and Confidential**”.

Yours faithfully,

XYZ  
Chair,  
The Australian Society of Clinical Hypnotherapists Complaints Tribunal.

**APPENDIX E LETTER OF NOTIFICATION OF FINDINGS TO MEMBER**

Date

Name

Dear XXX

**Re: Finding Of Complaints Committee**

The following is the finding of the ASCH Complaints tribunal, which held a final meeting in relation to your case on [Date].

In accord with section 5 of the ASCH Complaints procedure it has been determined that the following disciplinary actions be taken in regard to your case:

**Findings of the ASCH Complaints Committee**

- 1) It was agreed by the committee that there were {insert #} main points of concern:

XX  
 XX  
 XX

- 2) The committee therefore has agreed to implement the following sanctions:  
 Probationary membership for [insert timeframe] with the following conditions:

- a) Suspension of membership rights re-certification, membership of committees, use of the initials MASCH or the word Clinical Member etc.
- b) A supervisor, acceptable to ASCH, is to send in quarterly reports looking at issues of concern to the committee (details supplied on acceptance of sanctions)
- c) If similar substantiated complaints are received during the [insert timeframe] probation, membership will be terminated
- d) Letter of agreement to abide by these conditions, signed and witnessed by a JP, to be sent to the Clerk of the Complaints Committee
- e) At the end of this period, notification of the successful completion of the probation will be published in the same manner in which the sanctions were published.

Although these are the findings of the Tribunal I would like to inform you of your rights in accordance with the ASCH Disciplinary Policy and Procedures in relation to Appeals. The following are the relevant paragraphs on appeals from the policy and procedure document.

**6. CRITERIA FOR APPEAL AND ACTIONS TO BE TAKEN**

**6.6 Appeals to go to the Chair of the Society**

The Chair of the Society will receive all Appeals. All Appeals must be accompanied by any supporting documentation.

**6.7 Criteria for Appeal**

The Chair of the Society or their delegate (who may take advice from the Society’s Solicitor) will consider the appeal. In deciding whether an Appeal shall proceed or not the Chair of the Society or their delegate , is empowered to

investigate and interview witnesses in relation to any possible breach of the following criteria:

- a) There has been a material breach of procedure laid down in the Society's Protocols and Procedures.
- b) There has been intimidation of any party involved in the Complaints Procedure.
- c) There is a bias by any person involved in the Complaints Procedure in a 'judiciary' capacity.
- d) There has been failure to disclose a relationship between the investigator or a member of the adjudication panel and a person involved in the Complaints Procedure.
- e) In cases where the Complaints Tribunal has decided upon de-registration the respondent may ask for the case to be reconsidered by the Appeals Tribunal.

#### **6.8 Action to be Taken if Criteria Satisfied**

If the Appeal satisfies any of the criteria, the Appeal Procedure set out in **Section 7** hereof shall take effect.

#### **6.9 Failure to Satisfy Criteria**

If an Appeal does not satisfy any of the criteria the person lodging the Appeal will be notified of the fact by the Chair of the Society.

#### **6.10 Decision to be Final**

The decision of the Chair of the Society or their delegate shall be final as to whether any of the criteria are met.

### ***7. APPEALS - PROCEDURAL GUIDELINES***

#### **7.1 Timeframe**

The Respondent may appeal the decision and/or the sanction(s) by writing to the Clerk of the Complaints Procedure within 14 working days of the notification of the sanctions.

#### **7.2 Criteria**

The criteria for making an Appeal and for determining whether those criteria are satisfied will be made under the provisions of Section 6.2 hereto. Only if the criteria are satisfied shall the remainder of the procedure take effect, as set out in this section.

#### **7.3 Composition of the Appeal Panel**

The Chair of the Society or their delegate, will appoint up to three people, not previously involved in the case, to decide the appeal (the Appeal Panel). One member must be a member of the Management Committee of the Society previously uninvolved in the complaint and one member must be from outside the hypnotherapy profession.

#### **7.4 Brief of the Appeal Panel**

The Appeal Panel will review the evidence on which the decision was made, its decision, and the sanctions imposed. The Appeal Panel can, at its discretion, interview the Respondent and the Complainant. Please note that both parties must be given the opportunity to provide additional information and both must be interviewed via the same means.

#### **7.5 Decision of the Appeal Panel**

The Appeal Panel will report its decision to the Chair of the Society or their delegate, who will implement its decision. The decision will be final.

**7.6 Notification of Decision**

The decision of the Appeal Panel will be notified to the appellant parties in writing, and also to the Complaints Tribunal, within 7 working days. No reasons shall be required to be appended to that decision.

**7.7 Publication**

Where the appeal is not allowed, the original decisions of the Tribunal and the sanctions imposed by the Chair of the Society and the date of their effect will be published in the Society's Newsletter or elsewhere in accord with section **4.10**.

Should you have any further questions please feel free to contact me.

Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

**Please Note:** All correspondence should be marked "Private and Confidential".

Yours faithfully,

XYZ

Chair, The Australian Society of Clinical Hypnotherapists Complaints Tribunal.

**APPENDIX E LETTER OF NOTIFICATION OF FINDINGS TO COMPLAINANT(S)**

Date

Name

Dear XXX

**Re: Finding Of Complaints Committee**

The following is the finding of the ASCH Complaints tribunal, which held a final meeting in relation to your case on [Date].

In accord with section 5 of the ASCH Complaints procedure, it has been determined that the following disciplinary actions be taken in regard to your case:

**Findings of the ASCH Complaints Committee**

- 1) It was agreed by the committee that there were {insert #} main points of concern:  
XX  
XX  
XX
- 2) The committee therefore has agreed to implementation of the following sanctions:  
Probationary membership for [insert timeframe] with the following conditions:
  - a) Suspension of membership rights re-certification, membership of committees, use of the initials MASCH or the word Clinical Member etc.
  - b) Supervisor, acceptable to ASCH, to send in quarterly reports looking at issues of concern to the committee, details supplied on acceptance of sanctions.
  - c) If similar substantiated complaints are received during the two probation membership will be terminated
  - d) Letter of agreement to abide by these conditions, signed and witnessed by a JP to be sent to the Clerk of the Complaints Committee
  - e) At the end of this period, notification of the successful completion of the probation will be published in the same manner in which the sanctions were published.

It should be noted that there is an avenue of appeal. This process, if instigated, would take a further 21 working days to complete. If the appeal is successful you will be notified and given reasons for the reversal of the decision. An unsuccessful appeal means that the decision and attendant sanctions will stand.

Should you have any further questions please feel free to contact me.

Chair of the Complaints Committee  
The Australian Society of Clinical Hypnotherapists  
65 Hume St  
Crows Nest, NSW 2065

***Please Note:*** All correspondence should be marked “Private and Confidential”.

Yours faithfully,

XYZ  
Chair,  
The Australian Society of Clinical Hypnotherapists Complaints Tribunal.

**APPENDIX F - PROCEDURAL FLOWCHART**

