



Procedure title:

Complaints to the Committee (Whistle-blower policy)

Purpose:

1. To describe

Scope:

1. The SOP is applied to

References:

- 1.

Terminology / Abbreviations:

- 1.

Procedure:

1. Complaints can be reported to any member of the AEC. The person reporting the complaint can do so verbally or preferably in writing, and may insist on anonymity. All complaints lodged are to be taken seriously and the Committee should act promptly.
2. The member of the AEC to whom the complaint is reported should gather the necessary information to assess the extent of the problem and inform the Chairman who, after consultation with members, will decide on the further course of action. If the problem is of a serious nature, an extra-ordinary meeting of the Committee can be called.
3. In order to investigate a reported complaint the Committee can do any or all of the following:
 - 3.1 Conduct an immediate inspection of the reported complaint.
 - 3.2 Inform the responsible person in writing that a complaint has been lodged against him or her, and that the problem should be remedied as soon as possible to comply with ethical requirements.
 - 3.3 Order the research to be suspended until the outcome of the investigation is known.
4. If the AEC deems it necessary the matter could be referred to the University Disciplinary Committee, in which case the AEC would be the pro forma complainant and will supply the Disciplinary Committee with a sworn factual statement regarding the incident.

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