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## Adherence to Union Directives Policy October 2004

### Purpose:

Stemming as a result of the passing of general Resolution #1 at the Air Traffic Specialists Local 2245 CAW-Canada's Tri-Annual Convention held in Edmonton, Alberta by the elected convention delegates, this policy sets aside the process and procedures to be followed should a member believe that a fellow member is in violation of that Resolution. This policy is not however restricted to that particular resolution.

### Procedure:

- STEP 1: Member files a charge against another member as per Article 23 of the National CAW Constitution. The First Vice-President is the Recording Secretary.
- STEP 2: The regional Vice-President will investigate the complaint at the local level. This will include interviewing the accuser, Shop Steward, and other staff. If the complaint is justified, proceed to STEP 3. If the complaint is not justified, proceed to STEP 6. Frivolous complaints will be dealt with within this policy as well.
- STEP 3: The regional Vice-President will contact the accused and advise him/her of the charge and request a statement from the accused answering the charge.
- STEP 4: The regional Vice-President will advise the Executive Board of all his/her findings. The Executive Board shall hear the evidence and vote on whether the charge is justified or not. If justified, the Executive Board will determine appropriate corrective measures. These measures shall be corrective and progressive and non-punitive. These measures may include but not limited to a verbal warning, a letter on their membership file, a monetary decision or revocation of voting rights.
- STEP 5: The accused will be notified as per Article 23, Section 4 of the National CAW Constitution. The accused may submit an appeal to the Local President.
- STEP 6: Upon hearing the appeal, the Local President shall decide to either let the Executive Board ruling stand or dismiss the charge. In the case of a non-justified complaint, the President can dismiss the complaint, assign a corrective measure for a frivolous complaint or refer it to the Executive Board for a decision.

STEP 7: The accused may elect to file an appeal with the National President, as per Article 24, Section 5.