



NB: Where possible the entire assessment will be recorded and minuted. This will be provided to the Senior Member to carry out their assessment. This is to avoid bias in our decision making process, and make the committee accountable for their decisions.

*The complaint may be lodged by anyone, it is not a requirement that they are a member of the LGBTQ+ Society. The complaint may be lodged by a member of the committee.

**If the person making the complaint has asked that a particular member of the committee is not informed the complaint will be kept confidential at the discretion of the welfare working group and executive committee.

***If someone is under scrutiny for breaching the Zero Tolerance Policy, they will be asked not to attend events until the outcome of the decision has been confirmed.

****This can be any member of committee that the complainant feels comfortable with. It does not have to be a member of Exec. NB: the complainant and individual under assessment will not be present in one room at the same time. They will be invited one after another.