

# Integrity Framework Conduct and Disciplinary Policy

## Warning Procedure – Invitation to Comment

[ITEMS IN YELLOW REQUIRE INPUT FROM THE COMPLAINTS MANAGER OR BE DELETED IF NOT REQUIRED]

[insert name]

[address line 1]

[address line 2]

By email: [insert email address]

Date: xx xxxx 202x

### Referral

1. [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] has received information (**Alleged Breach**) under the Netball Integrity Policy Framework, Conduct & Disciplinary Policy (**Policy**) alleging that you have breached a Netball Integrity Policy, as outlined below. A copy of the relevant policy is available at [insert link].
2. The Complaints Manager under the Policy has referred the Alleged Breach about you for resolution under the Warning Procedure.

### Allegations

3. The Alleged Breach was received by [NA/Netball Organisation/Affiliate (SELECT ONE OF)] on [insert date] OR (DELETE ONE OF) [NA/The Netball Organisation/The Affiliate (SELECT ONE OF)] was made aware of the Alleged Breach on [insert date].
4. It is alleged in the Alleged Breach that you:
  - a) [insert alleged conduct]; and
  - b) [+++++].

5. If the above allegations were to be established, your conduct would likely constitute a breach of the following policies:
  - a) [insert specific sections of policies allegedly breached]; and
  - b) [+++++].

#### **Warning**

6. Without determining whether the allegations in the Alleged Breach are correct, or that the Alleged Breach is proven, [NA/the Netball Organisation/the Affiliate (SELECT ONE OF)] proposes to issue a warning that the allegations, if they were proven, would constitute a breach of the policies outlined at paragraph 5.

#### **Invitation to Comment**

7. You are invited to comment in writing on whether or not the warning should be issued.
8. Please provide your comments within 14 days, ending **5:00pm AEST** on [DAY] [MONTH] [YEAR].
9. The Complaints Manager will take into account any comments provided by you and determine whether issuing a warning is appropriate based on your comments.
10. If you have any questions or comments in relation to this letter, the Complaints Manager can be contacted by telephone on [+++++] or by email at [+++++].

Yours faithfully

[insert signatory]

Complaints Manager

[NA/Netball Organisation/Affiliate (SELECT ONE OF)]