



## Code of Conduct Violation Investigation Process

The Master Brewers is committed to providing a fair investigation of claims arising out of alleged violations of the Code of Conduct or Sexual Harassment policy. In order to assure a fair review of such claims, the Master Brewers will follow the following process:

1. When a claim of violation is submitted to the Master Brewers staff, the staff will gather basic information from the claimant as to the nature of the violations, the circumstances surrounding the incident(s) and the names of any participants or witnesses. This process will be as confidential as possible, giving careful consideration to protecting the rights and dignity of all people involved to the extent that circumstances will permit.
2. The staff will present this basic information to Executive Committee and a staff representative, either the Executive Director or Director of Operations.
3. The Executive Committee will conduct separate phone interviews with the claimant, the alleged violator and relevant witnesses as needed.
4. Upon conclusion of the interviews, the Executive Committee will determine a course of action. The course of action may be one or more of the following:
  - a. No action.
  - b. Written warning to the alleged violator that any future violation will result in suspension or revocation.
  - c. Loss of current volunteer positions; or consideration for future volunteer positions.
  - d. Suspension of membership for period of time determined by the Panel, with no refund of dues for any remaining term of the current membership
  - e. Permanent revocation of membership with no refund of dues for any remaining term of the current membership.
5. Should the incident occur at an Master Brewers sponsored event, the Master Brewers authorizes staff to eject any attendee, vendor, sponsor or guest who is accused of violating the Code of Conduct or Sexual harassment policy, without any refund of fees paid to attend or participate.
6. Following the same procedure as above, Master Brewers will also reserve the right to bar a violator from attending or participating in future events.
7. The decision by the Master Brewers Executive Committee to apply a particular course of action will be final.