FLOW CHART OF AIMVA DISCIPLINARY PROCEDURES.

A complaint may be made to the Board by an AIMVA member or by any other person. The complaint must be that a AIMVA member: • has not complied with one or more of the AIMVA Rules. • has not complied with the Code of Ethics, has not complied with any other Code adopted by AIMVA, and/or • has acted in a manner prejudicial to the interests of the profession or AIMVA. If the Board dismisses the complaint, it must inform The Board determines if there are this decision to the Complaining Party. The sufficient grounds to sustain the No Complaining Party has the right to dispute this complaint. decision. Does a Complaining party appeal against Board's Yes decision? The Board appoints an independent ADR professional, who No Yes must not be a current AIMVA Director, as Chairman of a Discipline Review Committee (DRC) constituted specifically for the purpose of considering the complaint. The Chairman of the DRC appoints three AIMVA members who must be past (but not current) Directors of AIMVA. The DRC informs the member concerned of the complaint and gives her/him at least 28 days notice to make submissions. After hearing the case, the DRC may recommend that the Board: dismiss the complaint, or fine the member, or • reprimand the member confidentially, or • reprimand the member publicly, or • require the member to work under the supervision of • an appropriate mentor, or suspend the member from membership, or expel the member from the Association. Any expulsion or suspension does not take effect until the expiration of the period within which the member is entitled to appeal against the resolution concerned; and until such appeal is exhausted Л Board considers recommendations and either adopts them or dismisses them If the Board takes disciplinary action, the member must be informed within 7 days of the reason and the measure taken. The member is advised of his/her rights of appeal Л If the member is dissatisfied with the proposed disciplinary action, the matter shall be considered to be in dispute and will be referred to Dispute Resolution. Member disputes disciplinary No Matter rests action Î To Alternative Dispute Resolution Yes