



# Institute of Quarrying Australia

 		<b>IQA Policy P2</b>	
<b>National Secretariat</b>		<b>Board Dispute Resolution</b>	
<b>Policy Number:</b>	P2	<b>Version:</b>	P2-01
<b>Date Adopted:</b>	7/7/15	<b>Contact:</b>	Company Secretary

## Introduction

The Board of The Institute of Quarrying Australia (IQA) is committed to reaching a speedy and just resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Board.

## Purpose

This policy is designed to set out the process for resolution of disputes or grievances involving the Board.

## Policy

All Board members will follow the procedures set out below.

This policy refers to disputes:

- Between Board members;
- By a member regarding a Board process; and
- By a member regarding a resolution of the Board.

## Procedures

1. The dispute must be articulated in writing and sent to the President. The President must acknowledge receipt of this document within two days.
2. The President will use his/her discretion to bring the issue to the next General Board meeting or call a Special General Meeting.
3. When raised at the Special or General Meeting all people involved in the dispute will be given the right to be heard.
4. The matter should be heard with all Board members present, unless they have advised in writing that they are aware there is a dispute resolution meeting being held and they are unable to attend.
5. The President will call for a motion from the Board to seek further legal advice, to refer the matter to the Corporate Governance Committee, to dismiss the complaint or to take alternate action. The motion will be voted on by all members present at the meeting.
6. A Board decision may be reviewed where:
  - New information has come to light that was not available when the original decision was made.
  - The Board has become aware of an error in previous information that was used to make the decision.
  - A Board member did not feel able to present his/her case.

## Responsibility

It is the responsibility of the President to ensure any Board dispute is processed in accordance with this policy.