

## SAPFED REGULATIONS

<b>INTERNAL ENQUIRY - TIME-FRAME</b>		
<b>Sec</b>	<b>TASK</b>	<b>Days</b>
E2.1	When a problem or issue in dispute cannot be resolved by mediation and an internal enquiry is unavoidable then the Vice-President shall within seven (7) days proceed to instruct the DES or another Director, if deemed appropriate, to institute an investigation and to report back as required by these time-frames.	7
E2.2	All available documentation concerning the matter shall immediately be despatched to the DES/ Investigating Director and will form the basis of the Internal Enquiry file.	1
E2.3	The accused member shall be informed by the Investigating Director of the investigation and allegations against him and requested to respond to the matter in writing within fourteen (14) days. If the member repeatedly fails to comply then termination of the accused member's membership may be terminated.	14
E2.4	On receipt of written response/feedback from the accused member the investigating Director shall make recommendations to the Vice-President within seven (7) days as to whether the matter is deemed to have been concluded or whether further investigation is required.	7
E2.5	If the matter is deemed to have been satisfactorily concluded the Vice-President shall convey the finding to the President for comment within five (5) days.	5
E2.6	The President may endorse the findings or request the Vice-President to instruct the investigating Director to proceed with further investigation where appropriate, within five (5) days.	5
E2.7	If the matter is concluded the Vice-President shall relay the findings in writing to the complainant and to the accused within seven (7) days	7
E2.8	If the matter is deemed to require further investigation the Vice-President shall relay the decision of the President with an explanation in writing to the investigating Director and inform him to proceed with the internal enquiry as recommended.	1
E2.9	The investigating Director shall proceed urgently with the matter and provide the Vice-President with a weekly report on the progress of the investigation until it is concluded.	7-7-7
E2.10	If the matter has not been concluded within twenty-eight (28) days, then the investigating Director and the Vice-President shall make a recommendation to the President on the feasibility of proceeding with the internal enquiry and the prospects of achieving a satisfactory conclusion.	28
E2.11	If the investigating Director has by this time concluded the internal enquiry then he shall submit a final report to the Vice-President within seven (7) days after the matter is deemed to have been concluded.	7
E2.12	The Vice-President shall within seven (7) days submit the findings and appropriate recommendations to the President when the matter is deemed to have been concluded.	14
E2.13	The final report may if appropriate also be circulated to the other members of the Board by the President for comment and endorsement. The feedback from the various Directors shall reach the President within seven (7) days	7
E2.14	On receipt of all inputs and comments the President <u>and</u> Vice-President shall within seven (7) days make a finding and bring the matter to a conclusion.	7
E2.16	The President shall relay the finding/decision in writing to the complainant and the accused within seven (7) days.	7