

IOIA ETHICS COMMITTEE

1. Definition of “ethics”: The principles of conduct governing an individual or a group.
2. The mission of the IOIA Ethics Committee is to:
 - a. Periodically review the IOIA Code of Ethics and Code of Conduct for changes; and
 - b. Investigate and rule on complaints submitted to IOIA on organic inspector and apprentice inspector members.
3. IOIA Ethics Committee Member Criteria:
 - a. All Ethics Committee members shall be current inspector members of IOIA.
 - b. All Ethics Committee members shall be current or have served on the IOIA Board of Directors, as a director or an alternate, the IOIA Accreditation Committee, or the IOIA Accreditation Review Panel.
 - c. All Ethics Committee members shall have email accessibility.
 - d. All Ethics Committee members shall be fluent in English.
 - e. IOIA inspector accreditation is desirable but optional.
 - f. All Ethics Committee members shall exhibit high ethical behavior, including honesty and avoidance of conflict of interest.
4. IOIA Ethics Committee Terms of Appointment:
 - a. The Ethics Committee shall have a minimum of 7 members. All members shall be approved by the Board of Directors
 - b. The term of appointment shall be two years. Terms shall be staggered, so that only half the committee members shall be appointed in any one given year.
 - c. A Chair and Vice-Chair shall be appointed annually by the Board of Directors from the members.
 - d. Members can serve more than 1 consecutive term.
5. Communication
 - a. The Ethics Committee shall communicate by email as much as possible.
 - b. All communication pertaining to complaint investigations shall be confidential, within the committee.
6. Duties of the Chair:
 - a. The Chair shall report as needed to the IOIA Board of Directors. The Chair will submit a written annual report to the membership.
 - b. The Chair shall submit an annual budget.
 - c. The Chair shall seek new members as needed.
 - d. The Chair shall assist the IOIA Coordinator in the investigation as needed.
 - e. The Chair shall be responsible for insuring that all complaints are investigated. Investigation and determination should be made within 3 months.
 - f. The Chair shall select 3 individual members for a specific complaint investigation based on the following:
 - 1) No conflict of interest with either party involved in the complaint. A conflict of interest form shall be signed by each member for each complaint.
 - 2) Alternate members for specific complaints (so that no one person has to serve too much; also to give experience to more people).
 - g. The Chair shall facilitate Ethics Committee meetings.
7. Duties of the Vice-Chair:
 - a. The Vice-Chair shall perform the duties of the Chair in his/her absence or when requested by the Chair.
 - b. The Vice-Chair shall chair a specific complaint investigation in the event that the Chair has a conflict of interest issue.
8. Financial Reimbursement:
 - a. Committee members shall be reimbursed for the following expenses:
 - 1) Specific telephone charges
 - 2) Copies
 - 3) Any travel authorized by the IOIA Board of Directors.
 - 4) Any other expenses authorized by the IOIA Board of Directors.
9. Review of the IOIA Code of Ethics and Code of Conduct:

- a. The Ethics Committee shall undertake biannual review of the IOIA Code of Ethics, Code of Conduct, and IOIA Ethics Investigation Procedures.
- b. Any member may suggest a change to the IOIA Code of Ethics and Code of Conduct.
- c. The IOIA membership shall be informed of any suggested changes so that discussion may take place.
- d. Any changes must be approved by the IOIA Board of Directors.

10. Ethics (EC) Complaint Investigation:

- a. All complaint investigations shall follow IOIA Ethics Investigation Procedures.
- b. The IOIA Executive Director in conjunction with the chair of the Ethics Committee will determine if the evidence submitted merits investigation, generally within not more than 30 calendar days of its receipt in the IOIA office. The investigation should be made in a timely manner – suggested time line is no more than 6 months.
- c. The complaint shall be reviewed by a sub-committee of at least 3 individuals assigned to investigate and rule on a specific complaint.
- d. The sub-committee shall rule on the complaint in a timely manner (suggested time line is 30 days for first ruling).
- e. The Chair or Vice-Chair shall facilitate all subcommittee investigations meetings.
- f. Decision making: Committee action requires a 2/3 majority of votes. The Chair may vote.
- g. The Ethics Committee will submit a report for approval by a member of the Executive Committee, the approval must be granted prior to distribution.
- h. All complaints are to be in English, unless sufficient members of the Ethics Committee have that specific language expertise.
- i. Three members of the IOIA Board of Directors will review appeals of Ethics Committee decisions.
- j. Expenses incurred by an Ethics Subcommittee during the course of the investigation should be funded partially by an initial fee to be paid by the plaintiff. All Committee expenses will be reimbursed by IOIA.