




Water Institute of
Southern Africa

WISA Training and Accreditation

Disciplinary Code and Procedure – Professional Process Controllers

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DISCIPLINARY CODE AND PROCEDURE

PROCESS CONTROLLERS

1. SCOPE

- This procedure shall apply to all Process Controllers who have been professionally registered with WISA.
- The procedure will not apply to those Process Controllers who are in the process of becoming professionally registered with WISA.

2. PURPOSE

- To ensure the fair and equal treatment of professionally registered process Controllers
- To identify acts of misconduct
- To provide a guideline for handling acts of misconduct
- To ensure timeous corrective action where a misconduct arises
- To ensure consistency in the application of corrective actions

3. RESPONSIBILITIES

3.1 The responsibilities of the Process Controller:

- To refrain from acts of misconduct
- To report any acts of misconduct to the WISA Head Office
- To maintain and demonstrate disciplined behaviour at all times

3.2 The responsibilities of WISA:

- To ensure that the Disciplinary procedure is made available to all professionally registered Process Controllers as well as those that are in the process of becoming professionally registered
- To encourage disciplined behaviour
- To ensure the procedure is conducted in a manner which has fairness and equity as objectives

4. DISCIPLINARY PROCEDURE

- 4.1 WISA may take any steps it considers necessary for the protection of the public and the environment in their dealings with professionally registered Process Controllers for the maintenance of the integrity and the enhancement of their profession.
- 4.2 WISA must investigate any act of improper conduct by a professionally registered person and/ or investigate a complaint, charge or allegation of improper conduct against a registered person brought by any person.
- 4.3 An investigation is directed towards the professional conduct of a professional registered person, and does not intend to recover damages on behalf of any person, or

enforce specific performance against any person and as such is not meant to replace civil and/ or criminal litigation.

- 4.4 WISA also has a Code of Conduct governing all professionally registered Process Controllers, which has to be upheld. Any deviation from this code may lead to disciplinary actions being taken or sanctions being imposed.
- 4.5 Any person lodging a complaint of improper conduct against a professionally registered person with WISA must do so in the form of written correspondence which is to be signed by the complainant. The correspondence must provide detail of the alleged misconduct and have evidence in support of it.
- 4.6 The Disciplinary Committee upon receipt of a complaint must refer the complaint to the Investigating Committee to determine whether the professionally registered person should be sanctioned.
- 4.7 The Disciplinary Committee must within 5 working days furnish any professionally registered person whose conduct is the subject of a complaint with a written copy of the complaint and/ or information related to the complaint.
- 4.8 The Disciplinary Committee must inform the professionally registered person:
 - Of the right to be represented or assisted by another person; and
 - That he/ she is not obliged to make a statement.
- 4.9 The Investigating Committee must afford the professionally registered person the opportunity to respond to the complaint and all other evidence considered against him/ her.
- 4.10 The Investigating Committee must investigate the alleged misconduct and obtain evidence to determine whether or not the professionally registered person should be sanctioned and if so, recommend to WISA the sanction or sanctions that should be preferred against that person.
- 4.11 The Investigating Committee may resolve to conduct a peer counselling meeting with the professionally registered person if need be.
- 4.12 In the event of a disciplinary hearing being decided upon by WISA the Disciplinary Committee must appoint a complainant who must formulate the charge in writing, arrange a disciplinary hearing and present all the evidence in support of the charge.
- 4.13 The parties shall give each other notice of the intention to call expert witnesses by no later than 7 working days before the hearing and provide a summary of such expert evidence to the other party.

5. SANCTIONS

- A sanction will be imposed on a professionally registered person if they have been found guilty of misconduct.
- The sanction that would be imposed would be directly related to the type and extent of the misconduct carried out.
- It will be the decision of the Disciplinary Committee as to the sanction imposed on the professionally registered person which would be clearly defined according to the misconduct carried out.

6. APPEALS

- Once a professionally registered person has been found guilty of misconduct and a sanction has been imposed, the person may appeal the decision in writing.
- The appeal will be dealt with by an Appeal Committee who will go over the evidence of the misconduct and the grounds for appeal.
- The outcome presented by the Appeal Committee is final and the professionally registered person will be notified in writing of the decision, thereafter the sanction imposed will have to be carried out.