



Canadian Reiki Association Disciplinary Action Policy

Disciplinary Action

1. Complaints and/or concerns received via the Complaints & Concerns email address (complaints_concerns@reiki.ca) located on the CRA website (<http://www.reiki.ca/contact.htm>) or by mail to Canadian Reiki Association 24-2350 New Street, Burlington, ON L7R 4P8 or by fax to 1.866.734.4540, will be processed by the President and Vice President of the CRA within three working days of the date the President and/or Vice President received the complaint and/or concern.
2. The complaint and/or concern will be investigated by way of contacting the originator of the email by telephone or if applicable and more efficient, by email. If the complaint or concern is with respect to a registered practitioner or teacher, the practitioner or teacher will be contacted and interviewed
3. If the complaint or concern does not involve a practitioner or teacher but does involve a procedure or function of the CRA, this will be brought to the attention of the CRA Board. If a change in procedures is required to satisfy the concern or complaint, it shall be brought forth and voted on by the Board of Directors.

What action will be taken

1. Upon investigation, if the allegation is without merit, no further action to be taken.
2. Upon investigation, if the allegation is with merit, and concerns any one or more of codes 1 through 6, and/or codes 11 through 18, of the CRA Code of Ethics, a written warning letter will be mailed to the offending member.
3. Upon investigation of a second allegation against the same member, if the allegation has merit, the result will be suspension of Membership with the CRA for a 6 month period and the members name will be added to the "Suspended and Expelled Members List" on the CRA website.
4. Upon investigation, if the allegation has merit and is a breach of codes 7, 8, 9 and/or 10 of the CRA Code of Ethics, or is an allegation reported against any one member for a third time, permanent suspension of membership will result and the members name will be added to the "Suspended and Expelled Members List" on the CRA website.

In addition to the above actions, the CRA will

1. Add the Members name to a list of Suspended or Expelled members maintained on the CRA website.
2. In cases of serious misconduct, that represent potential serious risk to the public or practitioners, the information will be reported to the Police or other appropriate official authorities.

The Suspended and Expelled Members List

The Suspended and Expelled Members List is a text online list of all the individual practitioners or teachers that have been Suspended or Expelled from the CRA Membership.

Upon lifting of the 6 month suspension, that Member's name is removed from this list.

**Note: the Suspended and Expelled Members List is listed on the "Members Only" area of the CRA website and it is noted on the new membership application form that the members name would appear on this list if applicable and by signing the application form they are agreeing to this action.*

Digital Signature _____

Date _____

or

Handwritten Signature _____

Effective immediately newsletter submissions become the property of the C.R.A. for use in their printed and on-line newsletter. The on-line newsletter will be archived and available to the public for viewing. By submitting an article to the C.R.A. for publication, you agree to the article being available to the general public via the C.R.A website for an infinite time frame.