



ELECTRICAL INDUSTRY CERTIFICATIONS ASSOCIATION

Grievance Policy

EICA established a policy so that any individual may file a grievance against an EICA certified operator or an EICA employee/volunteer/examiner/proctor. The grievance shall have the action committed by an EICA certificant or EICA employee/volunteer/examiner/proctor and the reason the action violated the Code of Ethics or EICA policy included on the grievance form. The grievance shall be signed and dated before submitted to EICA. The grievance will list the unacceptable behavior and the Code of Ethics clause or EICA Policy that was violated. All validating evidence will be sent in at time of submittal. The grievance and all evidence must be sent to EICA within 30 days of the incident. This written Grievance form should be sent via delivery tracking entity, such as UPS, FedEx or certified USPS mail. The Grievance should be addressed to:

Executive Director
EICA
1275 Fort Union Blvd. Suite 203
Midvale, UT 84047

The grievance will be initially reviewed by the Executive Director, who will determine if the grievance is acceptable. The Grievance will be initially reviewed by the Executive Committee if the grieved activity involves the EICA Executive Director. The Executive Director will issue a status notice to the filer of the Grievance within 15 days of the received grievance on the validity of the issue by means of email. If the action committed was a violation, the grievance will be passed on and reviewed and investigated by the Discipline and Ethics Committee within 30 days. The Discipline and Ethics Committee will determine if an investigation is appropriate. The Discipline and Ethics Committee will be comprised of no less than 4 members from the Advisory Committee, appointed by the Board of Directors, and the Chairman from the Working Committee. The Discipline and Ethics Committee will issue a final ruling within 45 days of the date the grievance was received and email the grievant.

All information regarding the Grievance shall be recorded and compiled in the minutes for the Discipline and Ethics Committee. All minutes will be saved. The decision from the Discipline and Ethics Committee can be appealed following the appeals procedure.

No Discipline and Ethics Committee member may rule on themselves or be involved in approval and/or review. A committee member must step down for a case that involves himself/herself.

All grievances will be confidential and will not result in disciplinary action against the grievant. The Discipline and Ethics Committee promotes due process and will not discriminate against any individuals.