



THE UNITED GRAND CHAPTER OF AUSTRALIA Order of the Eastern Star

HAVING JURISDICTION WITHIN THE STATES AND TERRITORIES OF AUSTRALIA AND ITS DEPENDENCIES

Report a Breach of Law

BEFORE YOU LODGE THIS REPORT, please read Addenda No 2 in the Constitution and Laws for further guidance and information on the process of reporting a breach, and how it will be investigated.

IMPORTANT: By providing your signature at the end of this report, you agree to the terms described in Addenda No 2 and consent to this report being forwarded by the Worthy Grand Secretary to the Most Worthy Grand Matron for further investigation.

The consequences of a member or Chapter not adhering to a Law, Instruction or Policy of the UGCA can be serious and could result in disciplinary action. In making this report, you as the 'Complainant' have a responsibility to ensure that you have described the incident in as much detail as possible and that you have provided adequate evidence to support it. In making this report, you will be requested to provide your name and contact details but you have the right to confidentiality and your details will not be disclosed to the member or Chapter you are making the claim against (the 'Complaine') unless you provide consent. The Complaine also has a right to confidentiality and if any details of this report or the results of any investigation or action(s) taken, have been found to be disclosed to anyone else, you or any of the parties involved in this report could be held accountable for a breach of confidentiality and also disciplined under this process.

Please attach additional pages to this report if required

Describe the incident. Include what happened, when, where, who was involved, were there any witnesses and what evidence do you have to support your claim?

Did you report this to anyone else and if so, when, who and what was the outcome?



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What would you like to see happen as a result of making this report?

Full Name (please print)

Address

Suburb / State / Post Code

Phone and/or Mobile

Email Address

Signed

Complainant Signature

Date

Please submit this report to:
Worthy Grand Secretary

Mrs Beth Littler
PO Box 5297
DAISY HILL QLD 4127
wgsecretary@oesaustralia.org.au

What happens next?

This report will be registered as received by the Worthy Grand Secretary and forwarded to the Most Worthy Grand Matron for initial review.

The Most Worthy Grand Matron may contact you to discuss the report and may also contact those involved in this incident. In order to investigate and resolve this matter, the Most Worthy Grand Matron has the authority to appoint a Board of Reference (compiled of experienced members) to assist.

All parties involved will be advised of the outcome but this report, and any other documentation generated by such investigation will be held in a confidential file by the Worthy Grand Secretary and copies will not be made available to any parties involved in this report.

Every effort will be made to investigate and resolve this matter as quickly as possible from the date this report is received by the Worthy Grand Secretary however the time to investigate and resolve this report will be dependent on the co-operation of all parties and the ability to contact them during the investigation.

You have the right to appeal any decision made as a result of this report. Refer to Addenda No 2 for further information.