



**The National Registrar of the Wood Energy Technical Training Program**

**Ethics Committee**  
**Terms of Reference (Edited 3.20.2020)**

**Type:** Standing Committee

**Purpose:** Manage process for complaints against certificate holders. Provide Board of Directors with recommendations for disciplinary action to be taken.

**ACTIVITIES**

- Working with the Executive Director, manage complaints process.
- Revise complaints policies as required.
- Examine ways to better educate/inform members of ethical issues/breaches.

Note: Committee to follow established complaints procedures as outlined in the WETT Policy Manual.

**COMPOSITION (MINIMUM 6 MEMBERS, QUORUM 2/3)**

- Minimum of one Board member.
- Minimum of one instructor.
- Executive Director.
- Technical Consultant: Ethics.
- Representation from the following segments: Technician, sweep, advisor, home inspector, insurance representative.

Note: These members must have at least 10-years experience.

These members will be required to sign a confidentiality agreement.

- Formed on an Ad-hoc basis by complaint the addition of:
  - ❖ Affiliate representation (must be a certificate holder),
  - ❖ Additional Board member.

Note: By complaint — all committee members are asked to declare any conflicts of interest.

## **TERM**

One-year term.

## **REPORTING**

- Board for policy changes.
- Board for final recommendations from complaint investigations.

## **POLICY REFERENCES**

- WETT Policy Manual

If a member fails to attend two (2) consecutive meetings without reasons acceptable to the Board, he or she will be removed from the committee.