



## **Rules & Regulations Committee**

### **Terms of Reference**

#### **1. GENERAL**

One of the requirements of the IWH Professional Body and Trade Association according to its Constitution is to appoint and stipulate the necessary requirements and policies for a 'Rules & Regulations Committee' (The Rules committee). The committee shall be appointed by the current elected NEC.

#### **2. SCOPE OF COMMITTEE**

2.1. The following reference documents have been used to guide the contents of the scope of work to be used by this committee:

- 2.1.1. The Institute for Work at Height Constitution.
- 2.1.2. The South African Qualifications Authority's Policy and Criteria for Recognising a Professional Body and Registering a Professional.
- 2.1.3. The National Qualifications Framework.
- 2.1.4. Department of Employment and Labour's Occupational Health and Safety Act and all its regulations.

#### **3. COMMITTEE MEMBERS**

3.1. **The committee shall comprise of:**

- 3.1.1. The President – to serve as the Chairperson.
- 3.1.2. The Constitutional Chair
- 3.1.3. The Professional Body CEO
- 3.1.4. One person nominated by the Chief Inspector of the Department of Employment and Labour
- ~~3.1.5.~~ At least one representative from each Chamber (and one alternate).

**Note:** The Committee can appoint a neutral chairperson on a case by case basis for each grievance.

3.2. **Criteria for the nomination of persons to serve on the committee**

- 3.2.1. A Member / Provider in good standing with the Institute for Work at Height.
- 3.2.2. Experienced in the industry at a high level for a minimum of 3 years, and will submit a CV in confirmation thereof.
- 3.2.3. Capable of producing reports independently.
- 3.2.4. Must confirm availability to serve on the committee during normal business hours.
- 3.2.5. Will sign a confidentiality/non-disclosure agreement with the NEC as well as a declaration of impartiality.
- 3.2.6. The committee operates under the control of the NEC and can be dissolved by the NEC in the event of a serious breach of its confidentiality rules.

#### **4. TERM OF MEMBERSHIP OF COMMITTEE MEMBERS**

Shall be for a period of 2 years.

#### **5. PURPOSE & OBJECTIVES OF COMMITTEE**

The Professional Body / Trade Association is a non-statutory, self-funding, non-profit organisation with its main source of income being derived from the registration of its professional members. The members are to adhere to a strict code of conduct. Various other rules and policies exist and some additional ones will be developed in due course to ensure harmony between the various role players. It is the task of this committee to ensure that all rules,

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policies and procedures that affect the members of the Professional Body / Trade Association are properly implemented and adhered to. Therefore the Rules Committee shall, in the context of the work at height community:

- 5.1. Review the published code of conduct / code of ethical behaviour routinely to ensure that it addresses issues pertinent to the current environment.
- 5.2. Review the Provider / Member audit policy and propose amendments that will ensure fair and equitable outcomes of any audit undertaken by a representative of the Professional Body / Trade Association.
- 5.3. Develop and implement formal inquiry procedures to allow for fair and equitable assessment of alleged contraventions by practitioners, Trade Members and recognised training providers.
- 5.4. Develop pro-forma affidavit forms for use during a formal inquiry.
- 5.5. Develop reporting procedures to ensure the safe transmission and confidentiality of findings emanating from any activity of the committee in its reporting function to the NEC.
- 5.6. Work together with the ratification committee, under the auspices of the NEC to ensure fair and equitable appointment of persons to any work group and community of expert practitioners (CEP).
- 5.7. Ensure that the NEC is provided with clear and unambiguous information to allow it to manage the revocation of designations, disciplinary procedures, appeals and complaints in a transparent manner.
- 5.8. Ensure that policies and procedures for the recognition of suitable work places / Trade Members are fair and equitable.
- 5.9. Ensure that policies and procedures for the recognition of suitable education and training providers are fair and equitable.
- 5.10. Review any and all NEC nominations and eligibility requirements to ensure that these are fair and equitable.
- 5.11. Review template of membership application forms to ensure fair and non-exclusionary practices in the admission of membership to the body or in recognising education and training providers or Trade Members.

## 6. **OUTCOMES**

The committee after research development and discussion, will propose/recommend in all instances its considered outcome on the issue at hand to the NEC.

## 7. **JURISDICTION**

The committee is responsible for monitoring and giving recommendations, and will in all instances refer to the NEC for final ratification. In terms of the above, the committee will, unless otherwise requested by the NEC, limit its deliberations to its stated objectives.

## 8. **RESOURCES AND BUDGET**

During the meetings of this committee it will as necessary from time to time to address any resources needed to meet the requirements of a particular objective e.g. staffing, materials, skills, meeting venues etc.

## 9. **GOVERNANCE**

- 9.1. Decision making ideally should be a consensus, failing which it will be on a majority basis. A quorum will be a straight majority of the elected members.
- 9.2. A quorum at any committee meeting will be reached when at least 65% of voting committee members are present.

## 10. **COMMUNICATION**

- 10.1. The committee shall at all times ensure effective communication takes place both internally and externally by such means as; e-mail, telephone, skype, meetings, letters etc.
- 10.2. The frequency of the above means will be decided by the committee.
- 10.3. Three formal meetings will be scheduled during a period of 12 months, or when the need arises.
- 10.4. The main form of communication will be via email.

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Second Floor, Helvetia House, Greenvale Road, Wilbart, 1401  
PO Box 5177, Meadowdale, 1614  
**Telephone:** +27 (0)11 450 1804  
**E-mail:** [info@profbody.co.za](mailto:info@profbody.co.za) (Professional Body)  
**E-mail:** [info@ifwh.co.za](mailto:info@ifwh.co.za) (Trade Association)

## 11. RELATIONSHIPS

The committee will report to the NEC taking cognisance of the need to consult with any other standing committee on considered matters of common interest.

## 12. RELATED POLICIES / STANDARDS

The committee will ensure to take into account with its deliberations any specific published acts/ policies/ standards.

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