



Corrective Action Policy

Adopted April 5, 2026

I. Purpose

The purpose of this Corrective Action Policy is to provide a clear and consistent framework for addressing violations of LifeRing Secular Recovery's Guidelines, Terms of Use, and other governing policies. The policy ensures that corrective actions are conducted fairly, transparently, and in alignment with the organization's mission and values.

II. Scope

This policy applies to all staff, participants, volunteers, convenors, and affiliates engaged in LifeRing activities, whether in-person or online.

III. Reporting Violations

In an effort to maintain a safe and supportive environment, all members and representatives of LifeRing are strongly encouraged to report any observed or suspected policy violations, including breaches of the Terms of Use, convenor guidelines, and behavioral standards. This includes convenors, board directors, officers, committee members, and any other individual officially representing LifeRing. Reports should be made promptly via the LifeRing Feedback Form or through any designated method identified in the Conflict Resolution Policy.

It is vital that members report known or suspected violations in order to protect our peers in recovery and the organization. Reports should include as much relevant detail as possible and will be treated confidentially to the extent possible and with respect for all parties involved.



IV. Grievance Committee

A **Grievance Committee** shall be established to review reported violations and advise the Board of Directors in determining appropriate corrective actions. Annual appointments to the Grievance Committee shall be ratified at the first meeting of the new Board of Directors (BOD). In the event of a vacancy — whether involving a BOD member or a non-board volunteer — the BOD shall appoint a successor to serve the remainder of the term.

The **Grievance Committee** will consist of:

- No fewer than three members of the Board of Directors, and
- Two non-Board member volunteers, preferably members with experience conducting and assisting investigations, will be selected by the Board of Directors for a term of one year.
- A designated secretary and an alternate, responsible for documenting committee activity, both for presentation to the board of directors and confidential minutes for archival purposes.
- The Executive Director shall not be a member of this committee.

To maintain impartiality, any member of this committee who is directly involved in a grievance before the committee, including as a complainant, respondent, or witness, will recuse themselves from the committee for purposes of adjudicating that grievance.

Responsibilities:

- Reviewing reports of alleged violations
- Gathering information and evidence related to alleged violations
- Determining whether a violation has occurred
- Recommending appropriate corrective actions
- Ensuring fair and consistent application of this and other policies



V. Types of Violations and Responses

Violations fall into two broad categories: Non-Emergent Violations and Emergent Threats to the Organization

A. Non-Emergent Violations

These include, but are not limited to:

- Disrespectful or disruptive conduct in meetings or online spaces
- Repeated violations of community agreements after prior warnings
- Discriminatory conduct in violation of our anti-discrimination policies
- Failure to adhere to member/convenor guidelines
- Incidental or good-faith use of the LifeRing name, other intellectual property, or resources without proper authorization

These violations will be reviewed by the Grievance Committee, which may recommend corrective actions such as:

- Formal Conflict Resolution
- Verbal or written warnings
- Temporary suspension from convenor duties or participation in meetings
- Revocation of specific privileges or roles

B. Emergent Threats to the Organization

The following constitute emergency violations that may require immediate intervention to protect the safety, integrity, or operations of LifeRing:

- Harassment, threats, or violence toward members or volunteers
- Unauthorized access to or use of confidential data
- Misuse or theft of funds or material resources
- Bad-faith use of the LifeRing name, other intellectual property, or resources without proper authorization, including (without limitation) wilful infringement or circumstances that suggest intentional misrepresentation or predatory conduct
- Actions that could result in significant reputational or legal harm
- Any other unforeseen circumstance that poses an immediate and substantial risk to the safety, integrity, or operations of LifeRing



These violations will be reviewed by the Grievance Committee, which may recommend corrective actions such as:

- Suspension from all LifeRing activities
 - Restriction of access to our platforms or communications
 - Referral to legal counsel, law enforcement, or relevant authorities
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VI. Threat Assessment Protocols:

- **Non-Emergent Violations** must be brought before the Board of Directors, but any recommendation can be determined and presented in writing to the board independently from regular board meetings
- **Emergent Threats to the Organization** require an emergency special meeting of the Board of Directors as defined in the bylaws

A summary of all committee actions must be submitted to the Board of Directors for final review and potential action at the next scheduled regular or emergency board of directors meeting.

VII. Appeals

Any person subject to corrective action may, in writing to the Board of Directors, request a one-time appeal. The appeal must be submitted within **30 days** of the action being taken and the board shall render a revised decision or maintain the original decision within 60 days. The Board's decision on the appeal shall be final.

VIII. Confidentiality

All proceedings and records related to compliance reviews and corrective actions will be handled with strict confidentiality, in accordance with LifeRing's privacy and governance policies.
