

IV. PROCEDURES OF THE ETHICS COMMITTEE AND ETHICS APPEALS COMMITTEE

The *IRSJA Code of Ethics* and the *IRSJA Procedures of the Ethics Committee and Ethics Appeals Committee* are living documents which will be revised over time. The current and future membership of the IRSJA is encouraged to reflect on and revise over time the IRSJA Code and IRSJA Procedures in light of the insights gained through the deeply human struggle to maintain high ethical standards.

The Ethics Committee is available to anyone, inside or outside the Jungian community, who is concerned about possible unethical, unprofessional, or otherwise harmful conduct on the part of any member or candidate of the Inter-Regional Society of Jungian Analysts.

A person so concerned is encouraged to discuss with the Ethics Committee any questions he or she may have about professional conduct. Any person contacting the IRSJA or the Ethics Committee about a possible concern has the right to receive a copy of the relevant *IRSJA Code of Ethics* and the relevant *IRSJA Procedures of the Ethics Committee and Ethics Appeals Committee*.

A person who accepts membership or candidacy for membership in the Inter-Regional Society of Jungian Analysts binds himself or herself to accept the final judgment of the Ethics Committee or the Ethics Appeals Committee, rendered in accordance with these procedures, as to a matter concerning professional ethics

I. COMPOSITION AND ELECTION OF THE ETHICS COMMITTEE

A. The Ethics Committee Members shall be elected by the membership at a regularly scheduled meeting. The Ethics Committee shall consist of five IRSJA members and shall include at least one senior member (more than five years in the IRSJA) and one junior member. Nominations and Elections shall be conducted in accordance with the IRSJA procedures for nominations and elections of officers and committee members.

The chair is elected independently from the other committee members.

B. Ethics Committee members shall be elected for a term of two (2) years and may be re-elected for two (2) additional terms for a maximum of six (6) consecutive years. Membership shall be on a rotating basis. At least one member shall rotate off the committee every two (2) years.

- C. A vacancy occurring during the term of any member of the Ethics Committee shall be filled through an appointment made by a two-thirds vote of the Executive Committee for the remainder of the term of the person leaving the Ethics Committee.

- D. In case of inability or inappropriateness to serve in a particular case, for example where a dual relationship exists, a member may step down from the Ethics Committee and be replaced for that case. The temporary replacement shall be selected by a two-thirds vote of the remaining members of the Ethics Committee.

II. CONSULTATIONS AND COMPLAINTS

Concerns and questions may be communicated to the Ethics Committee in two ways:

A. Consultation and B. Formal Complaint.

A. Consultation

Consultation may be sought by anyone from any member of the Ethics Committee individually or from the entire Ethics Committee. Such consultation shall remain confidential within the Ethics Committee. There is no obligation on the part of the person seeking consultation to bring a formal charge. No written communication is required in order to schedule a consultation.

The purpose of consultative contact with the Ethics Committee is to provide individuals with a place to begin discussing, without threat of disclosure or pressure toward action, concerns about their own or others' conduct about which they may be unclear, conflicted, or fearful.

The Ethics Committee member/s consulted may help the individual frame the issues of concern, consider avenues for resolution, and provide information, as appropriate, about other options open to the individual (other interventions; filing a formal complaint with the Ethics Committee; informing professional associations or licensing and certifying organizations; seeking legal counsel; etc.) Although, at this stage, the member(s) of the Ethics Committee shall not offer a judgment about the conduct being described (unless the individual is describing his or her own behavior), the Ethics Committee member(s) consulted may nevertheless provide perspective and information about whether the behavior, if verified, might be illegal, unethical, or otherwise unprofessional.

The consultative level of contact offers the option of having the Ethics Committee or one of its members attempt to mediate a resolution of an ethical problem or grievance

without a formal complaint being filed, if that is the wish of the aggrieved person and if the Chair of the Ethics Committee concurs. Because at the consultative level the Ethics Committee acts only in an advisory capacity, such mediation depends on the voluntary cooperation of the parties involved. The resolution will include an agreement concerning whether it will be held entirely confidential, or will involve a voluntary release of information about the matter outside the IRSJA, or within the IRSJA membership, or within other IRSJA committees.

B. Formal Complaint

1. When the Ethics Committee proceeds to hear a formal complaint, it will conduct a professional peer investigation. Such an investigation is not a judicial process.
2. Time Restrictions. The Ethics Committee will only consider complaints in which the claimed unethical conduct occurred:
 - A. three (3) years, or less, prior to the date of the complaint if the alleged unethical conduct did not take place during the complainant's analysis or psychotherapy;
 - B. seven (7) years, or less, prior to the date of the complaint if the alleged unethical conduct took place during the complainant's analysis or psychotherapy. The seven (7) year period shall be deemed to have started immediately after the termination of the analysis/psychotherapy or when there is no longer significant contact between the complainant and respondent, whichever date is later.

A complainant shall have the right to show cause as to why such a time restriction for a complaint shall be extended. Any extension beyond the time limit specified here must be approved by a majority of the members of the Ethics Committee.

3. Anyone seeking to file a formal complaint shall be provided a copy of the *IRSJA Code of Ethics* and the *IRSJA Procedures for the Ethics and Ethics Appeals Committees*.
4. In order for the Ethics Committee to process a formal complaint, the complaint must be communication in writing to the Chair of the Ethics Committee. The complainant must state:

- A. that a formal complaint is being filed,
- B. whose behavior it concerns, and
- C. a description of the alleged behavior that is sufficient to allow the Ethics Committee to decide whether it is the appropriate forum to hear the complaint.

If more information is needed in order to make this decision, the Ethics Committee may ask for further information from the complainant, either in writing or in a meeting with the Ethics Committee or one of its members. The Ethics Committee shall then decide if the complaint has sufficient merit to be accepted. The intent is to permit the Ethics Committee to dismiss frivolous complaints.

Receipt of any communication from a potential complainant shall be acknowledged in writing within 30 days.

- 5. On submitting a complaint, the complainant will be asked to sign an agreement to accept the rules, confidentiality of the proceedings, procedures of the Ethics Committee, and a release authorizing the Ethics Committee to give a copy of the complaint letter to the respondent. If the complainant has been an analysand of the respondent, consent will be requested to allow the respondent to provide the Ethics Committee with appropriate records and answer questions concerning the confidential professional relationship. See forms in Appendix.

The Ethics Committee shall make a decision about acceptance of a complaint within eight (8) months of receipt of the complaint.

6. Notification to Complainant and Respondent:

- A. The Chair of the Ethics Committee shall notify the parties, within thirty days, of the Ethics Committee's decision to accept the complaint and shall identify the members of the Ethics Committee.
- B. The Chair shall consider any objections to the membership of the Ethics Committee by any of the parties involved and appoint substitute members at his or her discretion. Objections must be submitted in writing to the Chair within thirty days of receipt of the notification of the composition of the Committee. Any objection must clearly demonstrate a conflict of interest between any of the members of the Ethics Committee and any of the parties in the case under investigation.

- C. The notification to the respondent shall contain:
 - (i) the name of the person who has filed the complaint and a copy of the complaint;
 - (ii) an instruction to the respondent to review *The IRSJA Code of Ethics* and the *Procedures of the Ethics Committee and Ethics Appeals Committee*;
 - (iii) confirmation that, by virtue of the respondent's membership in the Society, he/she has agreed to abide by the IRSJA Procedures, and in particular, that he/she will uphold the obligation to maintain confidentiality (see form in Appendix); and
 - (iv) a request for a written response to the allegations.

- D. Depending upon the nature and severity of the complaint, the Chair of the Ethics Committee may choose to discuss with the respondent the possibility of voluntary suspension of the respondent's involvement in training activities during the investigation.

7. Compliance with Rules:

- A. The complainant and the respondent shall have thirty days from the date of the mailing of a communication from the Ethics Committee to respond as required by these rules or otherwise requested in the communication. Any extension of this time limit shall be granted only for good causes.

 - B. Failure on the part of the complainant to comply with any provision of these rules may result in termination of the investigation and closure of the case.

 - C. Failure on the part of the respondent to comply with any provision of these rules shall be viewed as evidence of lack of cooperation and shall constitute a violation of the IRSJA Code of Ethics unless good cause is shown. The Ethics Committee shall deal with lack of cooperation in accordance with the Procedures of the Ethics Committee and the Ethics Appeals Committee and may impose whatever sanctions it believes the violation warrants, taking into account the nature and seriousness of the charges.
8. Complainant and respondent bear all financial responsibility for their expenses incurred during the processing of the complaint.

9. Investigation of a Complaint: After a complaint is filed and accepted, the Ethics Committee shall conduct an investigation as follows
 - A. The complainant and the respondent have the right to be accompanied by someone at the Ethics Committee meeting to witness the process. The Ethics Committee must be notified at least thirty (30) days before the meeting if either party plans to be so accompanied and by whom. When joint meetings are held, where both complainant and respondent are present, the Ethics Committee must notify the other party when one party plans to be accompanied and by whom.
 - B. The complainant will be asked to appear for a personal interview with the Ethics Committee. In this meeting, the complainant will be given an opportunity to provide a detailed description of the behavior in question, and the Ethics Committee members will be able to ask questions to help clarify what occurred and the impact it has had on the complainant.
 - C. The Ethics Committee may request written records or responses from the complainant or respondent, either before or after a personal meeting.
 - D. The Ethics Committee will schedule a separate meeting with the respondent at which time the respondent will have the opportunity to respond to the complaint.
 - E. The complainant and respondent may at any time communicate in writing with the Ethics Committee.
 - F. The Ethics Committee may request further information at any time, in writing or by personal interview, from the complainant, the respondent, or other parties it deems appropriate.
 - G. The Ethics Committee may request that the two parties attempt to resolve their difficulty through discussion, either with the Ethics Committee, one of its members, or in another appropriate forum.
 - H. The Ethics Committee may request that the two parties attempt to mediate their difficulties instead of the Ethics Committee's making a determination of an ethical violation.
 - I. The Ethics Committee may, when necessary, proceed to a hearing at which the person lodging the complaint and the person against whom the complaint is made shall present their respective positions and supporting evidence. The hearing can be with each party separately and/or with both in a joint meeting.

The Chair of the Ethics Committee shall send written notice of the hearing to the parties at least forty-five (45) days before the hearing date.

- J. Each party shall have the right to hear and to question the testimony of the other party. A person needs to request that he/she wishes to exercise that right; and the other party is required to participate in a joint meeting if so requested.
- K. The Ethics Committee, after appropriate deliberation, shall communicate its findings and decision in writing to both parties:
 - i. When the findings fall under "Resolution within the Ethics Committee" (see II, C, 2), such notification shall occur not more than forty-five (45) days after the last meeting with the parties.
 - ii. When the findings fall under "Formal Actions" (see II, C, 3), such notification shall occur as specified below (III, B, 2).

10. Ethics Committee Findings: The Ethics Committee shall make a particular finding appropriate to an individual case. The following are some foreseeable categories of findings:

- A. Dismissal of charges.
- B. Finding of unethical conduct leading to "Resolution within the Ethics Committee."
- C. Finding of unethical conduct leading to "Formal Actions" (stipulated resignation, suspension, expulsion).

C. Ethics Committee Actions

- 1. If violations are found, sanctions are imposed that are congruent to the violation. The purpose of sanctions is generally educative (except in the case of formal actions) and such sanctions need to address two specific concerns: patient safety and analyst competence.
- 2. Resolution within the Ethics Committee if violations are found but the Ethics Committee does not determine that formal actions (set out in paragraph 3 below) are indicated, the Ethics Committee may take, or ask of the respondent to accept, any of the following informal actions, alone or in combination:
 - A. Mediated resolution of the matter with the respondent.

- B. Private or mediated apology to the complainant.
- C. Individual therapy relevant to the situation.
- D. Individual supervision relevant to the problem. The Ethics Committee may make specific recommendations for types of supervision to be sought.
- E. Independent medical and/or psychological examination, with a consultant to be approved by the Committee, with report to be released to the Committee or to the respondent's therapist or supervisor, at the discretion of the Committee.
- F. Monitoring as stipulated by the Committee.
- G. Probation for a period of time and under conditions specified by the Committee and monitored by the Committee.
- H. Apology to the IRSJA membership including candidates if so specified by the Committee.
- I. Suspension from certain positions of responsibility within the Society.

The Ethics Committee shall inform, no later than forty-five (45) days after the last meeting with the parties, the complainant and the respondent of its decision. If a violation is found to have occurred, it shall specify the principle(s) found to have been violated and the actions taken (II, C, 2, a through i) by the Ethics Committee.

In cases resulting in sanctions # c through # i (II, C, 2, c through i), the Ethics Committee shall inform the president of the IRSJA of its decision.

From the date of mailing by the Ethics Committee of the notification of such a Resolution within the Ethics Committee, the respondent and the complainant shall have thirty days to accept or appeal the determination of the Ethics Committee. If the determination is accepted by both the complainant and the respondent, the Chairperson shall notify both parties that the matter has been resolved through a Resolution within the Ethics Committee, stating the principle(s) of the Code of Ethics that were found to have been violated and the actions taken (II, C, 2, a through i) by the Ethics Committee.

If either respondent or complainant appeal the determination, the appeal will be heard as specified below. (See III. Appeals)

If no timely appeal is filed, the decision of the Ethics Committee shall become final and the respondent and complainant shall be deemed to have accepted it. If the respondent fails to comply with any directives of a final decision, the Ethics Committee will view such lack of response as failure to cooperate and may initiate appropriate actions. It shall so notify the complainant within thirty days after the thirty-day period for acceptance or appeal of the determination of the Ethics Committee.

3. Formal Actions

Formal Actions of the Ethic Committee include:

- A. Stipulated resignation from the Society (resignation at the request of and/or with the consent of the Ethics Committee).
- B. Suspension from the Society.
- C. Expulsion from the Society.

In every case where the Ethics Committee determines that formal actions are indicated, an automatic and independent review of the process, findings and decisions of the Ethics Committee shall be conducted by the Ethics Appeals Committee as specified in Section III, B, 2.

D. Cooperation with the Ethics Committee

All members, candidates, and affiliates of the Inter-Regional Society of Jungian Analysts are required to cooperate with the Ethics Committee in investigations.

Once an investigation has begun, the respondent may not resign from the IRSJA prior to conclusion of the investigation.

A lack of cooperation in working with these Committees to resolve the questions in dispute could, in itself, be grounds for a finding of unethical conduct, depending on the circumstances, and could form the grounds for Ethics Committee sanctions.

E. Reports of the Ethics Committee

The Ethics Committee makes a summary report to the Society at regularly scheduled business meetings. Such reports do not include specifics about cases that have come to its attention since all such information is confidential. The report will include the number of cases heard and the types of issues that are problematic, e.g. issues of

dealing with negative or erotic transference, boundaries, fees, referral for psychiatric evaluations, etc. The membership will affirm receipt of the report.

F. Meetings of the Ethics Committee

1. The Ethics Committee will take responsibility for raising consciousness about ethical understanding among its members.
2. The Ethics Committee shall meet at regularly-scheduled meetings of the Society. It shall offer consultation, hear cases, review and discuss its policies and procedures as well as any concerns that arise.
3. The Ethics Committee may develop procedures for internal use by the Ethics Committee. Such internal guidelines and procedures must fall within the parameters of the *IRSJA Code of Ethics* and *IRSJA Procedures of the Ethics Committee and Ethics Appeals Committee*.
4. The Ethics Committee may make recommendations to the IRSJA Program Committee about programs on matters of ethics.
5. The Ethics Committee may conduct its work through meetings, telephone discussions, and/or exchanges in writing.
6. The chair shall discuss with the Treasurer all matters pertaining to costs involved in doing the Ethics Committee's work.
7. The Ethics Committee may delegate some of its responsibilities to subcommittees which it creates for defined purposes. For instance, if monitoring is part of the imposed and accepted sanctions, it may establish a subcommittee to monitor a respondent's implementation of conditions. Such a committee may be constituted in such a way that it will follow the respondent throughout the process of implementation of conditions.

III. Appeals

A. Composition and Election of the Ethics Appeals Committee

1. The Ethics Appeals Committee shall be elected by the membership at a regularly scheduled meeting. The Ethics Appeals Committee shall consist of seven (7) IRSJA members selected from among current IRSJA members who have served as IRSJA presidents or who have served, either in the IRSJA or in another IAAP society, as chairs of the Ethics Committee, Training Committee, Admissions

Committee, Review Committees. If necessary, the Nominating Committee may nominate senior members of the IRSJA who have extensive experience working in committees although they may not have served as committee chairpersons.

2. Nominations and elections shall be conducted in accordance with the IRSJA procedures for nominations and elections of officers and committee members. The Ethics Appeals Committee shall elect its Chairperson from amongst its members.
3. Ethics Appeals Committee members shall be elected for a term of two (2) years and may be re-elected for two (2) additional terms for a maximum of six (6) consecutive years. Membership shall be on a rotating basis.
4. A vacancy occurring during the term of any member of the Ethics Appeals Committee shall be filled through an appointment made by a two-thirds vote of the Executive Committee for the remainder of the term of the person leaving the Ethics Appeals Committee.
5. In case of inability or inappropriateness to serve in a particular case, for example where a dual relationship exists, a member may step down from the Ethics Appeals Committee and be replaced temporarily. The temporary replacement shall be selected by a two-thirds majority vote of the remaining members of the Ethics Appeals Committee.

B. Responsibilities, Functions, and Procedures of the Ethics Appeals Committee

1. Cases involving "Resolution within the Ethics Committee"

- A. In cases of "Resolution within the Ethics Committee" (cases not involving formal sanctions), both complainant and respondent are entitled to file an appeal in cases
 - (i) where the Ethics Committee failed to follow applicable Ethics Committee Procedures;
 - (ii) where there is new, substantial evidence which brings into question the substantive validity of the Ethics Committee's findings and actions.
- B. An appeal must be filed within thirty days of the date of the letter that communicates to all parties the Ethics Committee's decision. Appeals filed later than this time period will not be considered.

- C. Appeals shall be filed with the Chair of the Ethics Appeals Committee who shall determine whether the appeal merits consideration based on the criteria listed above (III, B, 1, a & b). If the appeal is accepted, the Chair of the Ethics Appeals Committee shall appoint a Subcommittee of three (3) members from among the seven (7) members of the Ethics Appeals Committee.
- D. In cases of conflicts of interest, for example where a dual relationship exists, the Chair of the Ethics Appeals Committee may appoint senior members of the IRSJA who are not members of the Ethics Appeals Committee to serve on a subcommittee.
- E. The Subcommittee shall review the findings and recommendations of the Ethics Committee and determine whether the findings, decisions, actions of the Ethics Committee shall be upheld.
- F. In determining whether the actions of the Ethics Committee shall be upheld, the Subcommittee shall limit its review to the issues of (i) whether procedures were followed, and (ii) whether substantial new evidence exists to bring into question the validity of the Ethics Committee's findings and decisions. The Subcommittee may (i) submit the case back to the Ethics Committee for further review, or (ii) make a final decision at the Appeals Subcommittee level based on available information, or (iii) appoint a subcommittee to re-investigate the complaint. In cases of re-investigation, the procedures for investigation stated above (II, B, 9-10, C) shall be followed.
- G. Within thirty (30) days of making its decision, the Appeals Subcommittee shall notify the complainant and the respondent of its decision.
- H. In cases resulting in sanctions # c through i (Section II, C, 2, c through i), the Appeals Subcommittee shall inform the President of the IRSJA of its decision.
- I. The decision of the Appeals Subcommittee shall be final within the IRSJA.

2. Cases of "Resolution involving Formal Actions"

A. Ethics Committee resolutions involving "Formal Actions" include

- (i) stipulated resignation (resignation at the request of and/or with the consent of the Ethics Committee);
- (ii) suspension;

(iii) expulsion.

B. In every case where the Ethics Committee determines that “formal actions” are indicated, an automatic and independent review of the process, findings, decisions of the Ethics Committee shall be conducted by the Ethics Appeals Committee as specified in the following sections.

(i) In every case where the Ethics Committee determines that "formal actions" are indicated, the Chair of the Ethics Committee, within thirty (30) days of reaching its decision, shall notify

(1) the respondent and the complainant of the decisions which it is sending to the Ethics Appeals Committee for automatic and independent review;

(2) the Chair of the Ethics Appeals Committee that a case shall be reviewed;

(3) the President of the IRSJA that a case involving formal actions is being presented to the Ethics Appeals Committee.

(ii) The chair of the Ethics Appeals Committee shall arrange a meeting of the Ethics Committee with the Ethics Appeals Committee as soon as practical but no later than at the next meeting of the IRSJA; at that meeting, the Ethics Committee will bring its findings, procedures followed, and decisions before the Ethics Appeals Committee for independent review. After hearing the Ethics Committee's presentation of its work, the Ethics Appeals Committee will proceed with its review.

(iii) All parties, complainant and respondent, shall be informed of the meeting date between the Ethics Committee and the Ethics Appeals Committee at least 45 days before the meeting.

(iv) The Ethics Appeals Committee may choose to re-investigate the complaint partially or fully. In the event of a re-investigation, the procedures for investigation (# II, B, C) are to be followed. It may seek further information from the parties involved via mail, phone, or in person.

(v) Parties may request to appear in person before the Ethics Appeals Committee. Such appearance shall be requested at least 45 days before the meeting. If one party requests to appear, the other party has to be notified.

(vi) All decisions of the Ethics Appeals Committee are made by two-thirds (2/3) majority vote.

(vii) All decisions of the Ethics Appeals Committee are final within the IRSJA.

(viii) If, after review, the Ethics Appeals Committee revises the Ethics Committee's original recommendation, it shall follow the procedures relevant to the sanctions it imposes.

(ix) If the Ethics Appeals Committee decides to proceed with formal action:

1. it shall inform the President of the IRSJA;
2. it shall inform the complainant and the respondent of the action, stating the principle(s) of the Code of Ethics that were found to have been violated and the specific formal action (II, C, 3) which will be taken.
3. it will give a report to the IRSJA at the next IRSJA business meeting, stating the principle(s) found to have been violated and the specific formal action (II, C, 3) which was taken. The membership will affirm receipt of the report.

C. Cooperation with the Ethics Appeals Committee

1. All members, candidates, and affiliates of the Inter-Regional Society of Jungian Analysts are required to cooperate with these Committees in investigations.
2. Once an investigation has begun, the respondent may not resign from the IRSJA prior to conclusion of the investigation.
3. A lack of cooperation in working with these Committees to resolve the questions in dispute could, in itself, be grounds for a finding of unethical conduct, depending on the circumstances, and could form the grounds for Ethics Committee sanctions.

D. Reports of the Ethics Appeals Committee

When a formal action has been taken:

1. The Ethics Appeals Committee will give a report to the IRSJA at the next IRSJA business meeting, stating the principle(s) found to have been violated by the respondent and the specific formal action (II, C, 3) which was taken. The membership will affirm receipt of the report.

2. The Ethics Appeals Committee shall inform the IAAP, stating the principle(s) found to have been violated by the respondent and the specific formal action (II, C, 3) which was taken.
3. The Ethics Appeals Committee may communicate its findings (stating the principle(s) found to have been violated by the respondent and the specific formal action (II, C, 3) which was taken to affiliated associations, state licensing and certification boards, and such other individuals and organizations which the Ethics Appeals Committee deems necessary to protect the public health, safety, welfare. No such communication shall be made without the advice of counsel to ensure that the Ethics Appeals Committee, the IRSJA, its officers and members are complying with applicable laws and are not in violation of laws of defamation.

IV. Records and Confidentiality of Records

- A. All records and information regarding investigations of the Ethics Committee and Ethics Appeals Committee are confidential.
- B. All files, written or electronic, shall be stored securely and be accessible only for the work of the Ethics Committee and Ethics Appeals Committee. It is the responsibility of the Chair of the Ethics Committee to provide secure storage and to transfer the stored materials to his/her successor.
- C. After an investigation is completed, the Ethics Committee and the Ethics Appeals Committee, as applicable, shall:
 1. Prepare a summary report which includes the nature of the violation, the members of the Committee responsible for the investigation, the findings and recommendations.
 2. Place this summary report together with the letter of complaint, the letters notifying the parties of the findings and recommendations, reports of monitoring, as applicable, letters about the final disposition, other significant documents, as determined by the Committee, in a sealed envelope that has the name of the respondent and date of investigation on the outside. The summary report constitutes the record to be retained as specified below by the Chair of the Ethics Committee. The sealed materials may be opened only by the Chair of the Ethics Committee if an allegation of unethical conduct is made against the respondent, and in such case any subsequent use of the materials shall be subjected to the sole discretion of the Chair of the Ethics Committee.

3. Place the materials of the Committee(s) in a separate, sealed envelope. These materials shall be kept by the Committee/s until the time for an appeal has expired. If an appeal is filed within the IRSJA, these materials will be available to the Committee(s) for the deliberations involved in the appeal. If no appeal is filed, these materials shall be destroyed when the time period for filing an appeal has expired.

D. The record (described in Section IV, paragraph C, 2) shall be retained for a period of the longer of ten (10) years after completion of a case or the period set out in paragraph F below. The ten (10) year period shall begin after the last official contact between the Ethics Committee or the Ethics Appeals Committee and the respondent. In cases where the sanctions include monitoring or probation or other post-determination action, the ten (10) year period shall begin after the monitoring or other post-determination period has been completed.

E. In cases of non-violations the record shall be retained until the time for an appeal expires. When the time period for filing an appeal has expired, these records shall be destroyed.

F. Records concerning members (1) who were expelled, suspended, or permitted to resign shall be maintained for the approximate lifetime of the member (for instance, if the member was in his/her forties at the time of the sanction, for a period of 40 years); (2) who were readmitted under a stipulated resignation shall be maintained for ten (10) years after readmission.

V. Personal and Collegial Responsibility for Ethical Conduct

A. When a member of the IRSJA becomes aware of personal impairment, he/she is responsible for remedying the impairment.

B. When a member of the IRSJA becomes aware of a colleague's impairment, he/she is responsible for addressing the colleague's impairment (e.g. personal and direct conversation with the colleague; consultation with the Ethics Committee; other interventions).

C. When a member of the IRSJA has been sanctioned for professional misconduct by a professional association or by a licensing or certifying authority, he/she must notify the Ethics Committee in writing within thirty (30) days of receipt of the notice of sanctions. The Ethics Committee will review the situation and may institute an investigation if indicated.

D. When the Ethics Committee becomes aware of a members impairment or of a member's having been sanctioned by a professional association or by a licensing or certifying authority, the Ethics Committee shall address the situation. It may do so by consultation or, if necessary, it has the authority to file a formal complaint.

VI. Effective Date

These procedures shall be in effect from and after the fall meeting, October 2003.

RELEASE OF INFORMATION FORMS

1. To be signed by each complainant

I, _____, hereby agree to accept and abide by the Procedures of the Ethics Committee and of the Ethics Appeals Committee throughout the process of investigation of the complaint which I have filed against _____. In particular, I agree to accept and abide by the provision of confidentiality of all Ethics Committee and Ethics Appeals Committee proceedings, except for reports as outlined in the Procedures.

Date: _____ Signature: _____

2. To be signed by each complainant

I, _____, hereby give permission to the Ethics Committee and Ethics Appeals Committee of the Inter-Regional Society of Jungian Analysts to give a copy (or a paraphrase) of the complaint I am making against _____ to _____, the person against whom I am making this complaint, and to quote from materials I have provided. Such material may come from any personal interviews I have with the Committees or its members, and from my correspondence with attachments, if any.

Date: _____ Signature: _____

3. To be signed if the complaint is regarding one's current or former psychotherapist

I, _____, hereby give permission to _____ the psychotherapist against whom I am making the complaint, to give to the Ethics Committee and Ethics Appeals Committee of the Inter-Regional Society of Jungian Analysts all records of interactions pertinent to the complaint.

Date: _____ Signature: _____

4. To be signed by the respondent

I, _____, hereby re-affirm that I accept and will abide by the Procedures of the Ethics Committee and of the Ethics Appeals Committee throughout the process of investigation of the complaint which _____ filed against me. In particular, I re-affirm that I accept and will abide by the provisions concerning confidentiality of all Ethics Committee and Ethics Appeals Committee proceedings, except for reports as outlined in the Procedures.

Date: _____ Signature: _____

Adopted 25 April 2003 (date) G. Ruth Hepler (secretary)