

Society of Cosmetic Scientists
Suite 109, Christchurch House
40 Upper George Street
Luton
Beds LU1 2RS UK
Tel: +44(0)1582 726661
Email: secretariat@scs.org.uk

CODE OF CONDUCT AND PRACTICE POLICY

Your guide to the Society of Cosmetic Scientists Code of Conduct and Practice

The SCS is a non-profit organisation and has been in existence since 1948. **The Society operates with a dedicated Secretariat and relies on volunteers** coming from the membership to undertake the work of its various committees.

SCS Members undertake to uphold the Constitution and rules of the Society and are expected to always act in a transparent and respectful manner with a high degree of integrity.

Our values are integral to the Society and underpin the way we conduct business internally and externally.

The Society is dedicated to promoting innovation in Cosmetic Science. We strive for excellence in our conduct, our leadership, our professionalism, our continued professional development, and knowledge base.

We recognise the importance of equality, inclusivity and diversity and we strive to build a community with a sense of understanding, support and belonging.

SCS seeks to recruit and engage people with diverse backgrounds and experiences, reflecting the diversity that exists in our industry and membership. Diversity enriches the Society and our industry benefits from new perspectives and ideas within our sector.

We are firm in our stance against any form of discrimination including gender, ethnicity, nationality, age, sexual orientation, religious affiliation, or any physical disability. All members are expected to be proactive in engaging with our Code of Conduct.

CORE VALUES

Our core values are enshrined in our 5 years strategy and roadmap, published in 2021 to all members. They are:

PROGRESSIVE

COLLABORATIVE

RESPONSIBLE

This means that the Society is committed to operating to these principles and seeking always to improve our operations, professionalism and standards through continual review of our achievements against our published 5 year goals.

The key goals for our continuous improvement strategy in the three strategic objectives are:

PROGRESSIVE

- we will always operate to the highest standards of professionalism and excellence
- we will be passionate in all we do and in promoting science and best practice
- we will seek to support and drive innovation in the science and technology of our industry
- all our practices will seek to be sustainable
- we will be dynamic, evolving to meet future needs of our members

COLLABORATIVE

- we are a family, supporting and encouraging our members
- we are welcoming and inclusive to all, regardless of age, ethnicity, gender, religious views or any other factors
- we are creative in how we seek to collaborate and evolve to meet our members future needs

RESPONSIBLE

- we are committed to operating to the highest standards of confidentiality and accountability in all we do
- we are transparent and trustworthy

SCS Members, Volunteers and Employees shall:

Inspire, Inform and Connect the Cosmetics and Allied Industries

- Respect the people with whom you connect and uphold the integrity and reputation of the profession
- Conduct their business and personal affairs honestly and not engage with corrupt practice
- Promote education, research and collaboration to advance the science of cosmetics.
- Exercise their professional skills and judgement to the best of their ability and discharge their professional responsibilities with integrity, serving as an example to others.
- Have regard at all times to the public interest
- Do all in their power to ensure that their professional activities do not put the health and safety of others at risk.
- When called upon to give a professional opinion, do so with objectivity and reliability.
- Undertake appropriate Continuing Professional Development (CPD) and be able to demonstrate this to others.
- Further the interests of and maintain the dignity and welfare of their colleagues and their membership organisation.

The Society of Cosmetic Scientists promotes education, research and collaboration to advance the science of cosmetics

We have around 1000 members and are affiliated to the International Federation of Societies of Cosmetic Chemists (IFSCC). The main object of the Society is to advance the science of cosmetics. It does this by attracting membership among highly qualified individuals with both academic and industrial experience in the field of cosmetics and related sciences, as well as through its activities including publications, educational programmes and scientific meetings.

As a not-for-profit organisation we are governed by our SCS Council, the decision-making committee who are made up of 9 ordinary members of the Society and 5 Officers of the Society who are all elected by Full Members of the Society.

Website: www.scs.org.uk

Twitter: @SCS_Society

Facebook: Society of Cosmetic Scientists - UK

LinkedIn: Society of Cosmetic Scientists - SCS Members

DISCIPLINARY AND APPEALS PROCESS

COMPLAINTS PROCEDURE

Making complaints

If a member of the Society wishes to raise an informal or formal complaint against a member of the Society or a member of staff, they should do so in writing to the Honorary Secretary via the SCS Secretariat Office either by email or by post, or, if the complaint relates to or concerns the Honorary Secretary, by emailing the President via the generic SCS email complaints@scs.org.uk

On receipt of a written complaint the Honorary Secretary will refer it to the Investigation Panel. If however a complaint is not received formally, in writing within one month of making an initial allegation, that allegation will be deemed to be unsubstantiated and the file will be closed.

Such letter/e-mail should be headed 'Complaint' and where possible should set out:-

1. the nature of the complaint;
2. details of the circumstances in which it has arisen;
3. details of any steps taken so far to have the complaint dealt with; and
4. details of the steps the member considers should be taken to deal with the complaint.

The Member should also attach to their letter any documents or proof they wish to be taken into account in the consideration of their complaint.

Dealing with Complaints

Receipt of the complaint shall be acknowledged to the complainant by the Honorary Secretary by email within 7 working days of receipt of the letter and recorded by the Chair of the Investigation Panel and filed at the Secretariat Office.

If, in the course of their duties, a member of SCS staff identifies member activity which could contravene Bye-law 7.2, 7.3 and 7.8 and the Code of Conduct Practice Policy, they will refer the matter to the Honorary Secretary. The Honorary Secretary will then refer the matter to the Investigation Panel. If the Chair considers that the matter falls in the category of misconduct outlined in Bye-Law 7.2, 7.3 and 7.8 and contravenes the Code of Conduct and Practice, the member of SCS staff will act as the complainant, they will prepare a complaint and will not otherwise be involved in any further aspect of the matter.

The Honorary Secretary will advise the Investigation Panel of any complaint(s) received, who will then:

1. Consider whether the complaint falls within activity relating to misconduct under SCS Constitution Bye-Law 7.2, 7.3 and 7.8 or contravenes the Code of Conduct and Practice Policy, and if so:
2. Notify the Respondent of the nature with particulars and source of the complaint;
 - the fact that such a complaint will be considered by an Investigating Panel;
 - the Respondent's right to submit a written statement to the Panel within 10 working days from the date of notification; and
 - the Panel's powers of investigation, and its authority in the absence of any reply from the Respondent, to proceed without further reference to the Respondent provided due notice has been given.
3. Investigate with others involved and where necessary request more facts and evidence from the complainant.
4. The Investigating Panel will have the authority to dismiss the complaint if it considers there is no case to answer;
 - to decide that, whilst the complaint appears to be justified, the matter is not serious enough to warrant further proceedings; or
 - it is decided that the complaint is not of a nature which contravenes the Constitution Bye-Laws 7 or that there is insufficient evidence to support the complaint, it will be dismissed.
- The Investigation Panel will have the authority to refer the complaint to the Disciplinary Committee.
5. The Investigation Panel Chair will present the conclusion to the complainant and the Respondent within 28 days of the date of receiving the written complaint.
6. The complainant and respondent may Appeal the outcome within 7 working days of the date of the outcome letter.
7. If a complaint is referred to the Disciplinary Committee this will be advised to the complainant and respondent. The Disciplinary committee members will review the evidence and decide what further action if necessary should be taken.
8. No action should be taken against a member until the matter has been thoroughly investigated.

9. The Disciplinary Committee Chair will present the conclusion to the complainant and the respondent within 14 days of the response from the Investigation Panel.
10. The complainant and respondent may Appeal the outcome of the Disciplinary Committee within 7 working days of the date of the outcome letter.
11. A response to the Appeal will be final.

The Investigation Panel

The Investigation Panel consists of 5 members, 3 of which will be quorate and will consist of the Honorary Secretary (Chair) plus Honorary and Fellow Members of the Society nominated by the President. Members of the Panel must have no prior connection or involvement in the matter or the persons concerned and have had no misconduct rulings levelled against them in the past.

Disciplinary Committee

The Disciplinary Committee consists of 5 members, 3 of which will be quorate chaired by the President and current members of the Society of Cosmetic Scientists Council. Members of the Disciplinary Committee must have no prior connection or involvement in the matter or the persons concerned and have no misconduct rulings levelled against them in the past.

Appeals Committee

An Appeals Committee may consider appeals brought on certain specified grounds* against decisions of the Disciplinary Committee. The Appeals Committee will consist of 5 council members not involved in the Investigation Panel or Disciplinary Committee and 1 Honorary or Fellow member, of which 3 will be quorate and must have no prior connection or involvement in the matter or the persons concerned and have no misconduct rulings levelled against them in the past.

Resolution

The Disciplinary Committee may inform the Respondent of the outcome of the investigation either immediately or after further deliberation in private or it may undertake to arrange to send written notice of the decision within 14 days.

Communication of Outcome

The Disciplinary Committee may inform the complainant of the outcome of the investigation, including any sanction, either immediately or after further deliberation in private or it may undertake to arrange to send written notice of the decision within 14 days.

In cases of suspension or removal, it will take effect immediately from the written confirmation to the respondent of the penalty, which will take effect prior to and notwithstanding any subsequent hearing or appeal, but which may be rescinded as a result of an Appeal Committee decision.

Appeals Process

- For the purpose of determining an appeal, a meeting of the Appeal Committee will take place
- *The Appeal Committee will consider appeals submitted only on the grounds of
 - procedural impropriety;
 - unreasonable decision; or
 - further significant evidence that could not reasonably have been made available to the Disciplinary Panel.
- The quorum for a meeting of the Appeal Committee will be three. Decisions of the Appeal Committee will be by a simple majority of votes.
- In the event of a tied vote the Chair of the Appeal Committee will have a second and casting vote.
- The Appeal Committee will have the power to decide whether further evidence submitted is new evidence of significance which could not reasonably have been presented to the Disciplinary Panel and, if so, to direct that the case be reheard by the Disciplinary Panel in the light of that new evidence;
 - to quash the finding of the Disciplinary Panel;
 - to cancel the sanction of the Disciplinary Panel; or to dismiss the appeal
- The decision of the Appeals Committee is final.

Applications for re-admission to membership, re-instatement of the designation Chartered Scientist or re-admission to any register.

Bye-Law 8 of the SCS Constitution: A former member may apply for re-admission. Application shall be made in writing addressed to the Honorary Secretary, and shall be considered by the Council, whose decision shall be communicated to the applicant by the Honorary Secretary.

If a person from whom permission to use the Chartered Scientist designation has been withdrawn as a result of disciplinary action subsequently applies for its re-instatement, such application should be accompanied by a Continuing Professional Development (CPD) form and will be considered by the Licensing Registration Panel

Extract of the SCS Constitution Bye Law 7 - SUSPENSION AND REMOVAL

The Council shall have power to suspend or terminate the membership of any member:

7.1 whose subscription shall be three months or more in arrears and provided that notice shall have been given at least one month previously by the Honorary Secretary of termination of membership in case of non-payment of arrears.

7.2 who has been convicted of an indictable offence.

7.3 who has been guilty of conduct such as would, in the opinion of the Council, render him unworthy of membership of the Society.

7.4 Any disciplinary decision of the Council shall be by resolution at a Council meeting at which not less than ten members shall be present and shall require at least two thirds of those present to vote in favour thereof.

7.5 Suspension shall be for a term not exceeding twelve months, during which period all rights and privileges shall cease.

7.6 A member whose membership shall have been terminated shall thenceforth be excluded from the Society and his name shall be removed from the register, but such termination shall be without prejudice to the right of the Society to recover any debt or enforce any obligations for or in respect of which the member may have become liable.

7.7 The annual subscription or any portion thereof shall not be recoverable by a member who has been removed or suspended in accordance with the provisions of this rule.

7.8 Complaint regarding the conduct of a member shall be communicated in writing to the Honorary Secretary who shall lay it before the Council for their consideration.

7.9 If the Council considers that there is a prima facie case for suspension or removal under 7.3 then a member against whom a complaint has been made shall be duly notified at least thirty days before the meeting of the Council at which this is to be considered and shall have the right to appear and be heard

Bye Law 8. RE-ADMISSION

A former member may apply for re-admission. Application shall be made in writing addressed to the Honorary Secretary, and shall be considered by the Council, whose decision shall be communicated to the applicant by the Honorary Secretary

Agreed by the SCS Council on Thursday 29 July 2021