

## APCC Disciplinary Policy for Liaison Office

Valid from: July, 1989

Revised : November, 2017

	Violation	Disciplinary Action
<b>LEVEL 1 Misconduct</b>	<p><b>Regarding Participants</b></p> <p>Inappropriate behavior from more than single participants of group during the stay such as having passive attitude towards their participation or not respecting the APCC rules.</p> <p><b>(Example)</b></p> <ul style="list-style-type: none"> <li>• Not socializing with other participants, including host families.</li> <li>• Refusing to participate in school visits.</li> <li>• Chaperon not fulfilling his/her role as supervisor.</li> <li>• Calling home repeatedly or ones family trying to call them repeatedly during the home stay.</li> <li>• Bringing a larger amount of allowance than designed by APCC rules and spending more time for shopping than necessary.</li> </ul> <p><b>Regarding Liaison Office</b></p> <p>Not carrying out the responsibility as a Liaison Office.</p> <p><b>(Example)</b></p> <ul style="list-style-type: none"> <li>• Not responding to contact from APCC promptly and faithfully.</li> <li>• Causing a substantial delay in necessary procedures and preparation by not meeting the designated deadline for submitting papers.</li> <li>• Not being able to communicate adequately with APCC coordinators in English.</li> <li>• Not fully understanding the duties of the Liaison Office and needing excessive assistance.</li> <li>• Not carrying out selection of participants according to APCC guidelines. (Selecting a chaperon who is not fluent in English. Selecting participants upon connection.)</li> <li>• Not training the participants well enough to make them understand the purpose and mission of their participation.</li> <li>• Not being supportive of the BRIDGE CLUB (BC) activities, or the establishment of a new BRIDGE CLUB in Non-BC country/region.</li> </ul>	<p><b>Written Reprimand</b></p> <p>A written warning detailing the incident and asking for submission of a report and proposed countermeasures for improvement.</p> <p><i>*If a legitimate and prompt response is not received, a one year suspension will be imposed.</i></p> <p><i>*A second offence within 5 years will result in suspension or being removed from liaison office duty.</i></p> <p><i>*Even if it's a Level 1 offence, APCC coordinator might find the participation impossible due to the lack of preparation or inefficient communication. In that case APCC will cancel their invitation.</i></p>
<b>LEVEL 2 Misconduct</b>	<p><b>Regarding Participants</b></p> <p>Participants committing crime such as theft, assault, illegal overstay and defamation.</p> <p><b>(Example)</b></p> <ul style="list-style-type: none"> <li>• Stealing something from the house during their homestay.</li> <li>• Running away during the program.</li> <li>• Behaving in an insulting manner that seriously harms APCCs</li> </ul> <p><b>Regarding Liaison Office</b></p> <p>Causing financial damage to APCC</p> <p><b>(Example)</b></p> <ul style="list-style-type: none"> <li>• Cancelling participation of whole delegation at the last minute without a valid reason.</li> <li>• Not compensating for damage caused from changes in participants or withdrawal.</li> </ul> <p><b>In Both Cases</b></p> <p><u>A second offence of Level 1 misconduct within five years will result in suspension.</u></p>	<p><b>Suspension</b></p> <p>One year suspension from APCC participation.</p> <p><i>*If the response monitored as appropriate, the country/region will be re-invited from the following year.</i></p>

## APCC Disciplinary Action Flow Chart

**Misconduct  
Occurs**



**Verify the Report / Hearing**

From:  
Host Family  
Chaperon / Junior Ambassador  
Person in charge

By:  
Operating Director  
APCC Coordinators



**Determine  
the level of Misconduct**

**Body Responsible**

Senior Executive Director  
Operating Director  
APCC Coordinators