

APCC Disciplinary Policy for Liaison Office

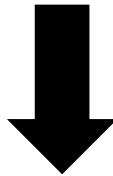
Valid from: July, 1989

Revised : November, 2023

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

APCC Disciplinary Action Flow Chart

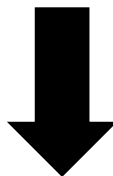
**Misconduct
Occurs**



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

APCC

Asian-Pacific Children's Convention in FUKUOKA