

## **Ethics Review Board Procedures**

### **1. Review authority**

The Ethics Review Board (“ERB”) has the authority to review the report and recommendations (“R&R”) of the Ethics Ombudsperson issued pursuant to the SEIU Code of Ethics (“Ethics Code”) Section 18.

If requested by the International Executive Board (“IEB”), the ERB also has authority to provide recommendations to the IEB related to pending disciplinary appeals concerning alleged violations of the Ethics Code. Except as provided herein, the ERB will not review any enforcement or disciplinary decisions made by Affiliates or the International Union.

### **2. Parties who can request review of a R&R**

Individuals who can request review of the R&R include the charged party, the complainant, or the principal officer of the Affiliate or International Union to whom the R&R is addressed. If the R&R is addressed to the executive board of the Affiliate or International Union, then that board may request review by majority vote.

### **3. Request for review of a R&R**

The request for review of the R&R to the ERB must be in writing, and include a statement that the R&R was unreasonable or lacked substantial evidence. The request for review must also be accompanied by a copy of the R&R as well as a written explanation of how the R&R’s interpretation or application of the Ethics Code was unreasonable or how the R&R lacked substantial evidence to support the conclusion(s).

The request for review must be submitted to the ERB within 30 calendar days of the R&R. Where there is good cause for a late submission, the ERB in its discretion may consider requests for review submitted past this timeframe.

Requests for review can be submitted by email to [ethicsreviewboard@seiu.org](mailto:ethicsreviewboard@seiu.org) or mailed to:

Ethics Review Board  
SEIU Legal Department  
1800 Massachusetts Avenue NW  
Washington DC, 20036

The Ethics Ombudsperson will also receive a copy of the request for review.

At any time prior to the ERB issuing its decision, the Ethics Ombudsperson may submit a response to the appellant’s request for review.

#### 4. Ethics Review Board review of a R&R

The ERB shall grant a request for review of a R&R where it determines that the R&R was unreasonable or lacked substantial evidence. The ERB may dismiss a request for review where it determines the appellant has failed to establish any credible basis for review.

Where appropriate, the ERB's decision may recommend action to resolve the ethics matter, including but not limited to remanding the complaint for additional fact-finding or analysis, or providing alternative remedial recommendations to the Affiliate or International Union.

The ERB will not conduct additional fact-finding. It will conduct its review based only on the R&R and the written submissions by the appellant and the Ethics Ombudsperson.

#### 5. Ethics Review Board decision

The ERB shall issue its decision in writing, and send its written decision to the person or entity requesting review, the Ethics Ombudsperson, and all parties who received the R&R.

In the event the ERB members disagree, the ERB will take a vote and the majority opinion will prevail. The dissenting member(s) may include a written explanation of their position. A tie vote will result in the affirmance of the R&R under review.

#### 6. Contact with Ethics Review Board members prohibited

Except as set forth herein, the parties to the R&R, including the complainant and charged party, are strictly prohibited from communicating with the members of the ERB. Notwithstanding the foregoing, the Ethics Ombudsperson may communicate with the ERB as necessary to carry out the purposes of these rules.

#### 7. Notice of Ethics Review Board procedures

Once ERB procedures are approved by the International Executive Board, all R&Rs written by the Ethics Ombudsperson must include the email address and deadline for submitting a request for review, and provide a website address for accessing these procedures.