

## WES Non-compliance Policy

**This policy is applicable to all WES associated estates including Level 1 (also known as WES Supporters) and Level 2 (full accreditation) and will be considered in relation to non-compliance with regard to the Codes of Best Practice applicable to WES and referenced within the application.**

1. Applicants and Accredited Estates
  - a. WES will automatically suspend the application or accreditation, if it is notified of or becomes aware of an incident of serious non-compliance by an estate or its employees.
    - i. Serious non-compliance is defined as an act or acts which, which are not illegal, but pose serious risk of harm to individual(s), wildlife and/or the natural environment.
  - b. WES will not suspend the application or accreditation, if it is notified of or becomes aware of an incident of non-serious, non-compliance by an estate or its employees, provided the estate takes appropriate actions to remedy the failing.
    - i. Non-serious, non-compliance is defined as an act or acts which, are not illegal and are not serious, as defined in Section 1a(i) above.
    - ii. Appropriate actions may be considered to be:
      1. Ensuring suitable training and education;
      2. Adapting relevant management processes and procedures to account for failings.
  - c. Suspended applications or accreditations may become live again a minimum of six months following the non-compliance incident provided that:
    - i. WES has not been notified or become aware of other non-compliance incidents (serious or non-serious) since.
    - ii. It can be shown that the estate has conducted an internal investigation to: establish the cause(s) of the incident; establish whether management processes are fit for purpose; and identify failings;
    - iii. The estate has ensured and can evidence where appropriate, that all employees are appropriately qualified.
    - iv. The estate can demonstrate that it has held educational workshops for employees relevant to the incident;
    - v. There is a proven track record of compliance for a period of no less than 6 months following the incident.
      1. Proof would be anticipated in the form of a combination of the following:
        - a. Complete and comprehensive record-keeping;
        - b. Qualification certificates
  - d. If WES suspends an application and suspends the subsequent accreditation within a period of twelve months, accreditation will be automatically revoked and reapplication will not be possible for two years from the latest suspension, at which point irrefutable evidence of lessons learned would require to be provided. This would be discussed on an individual case by case basis depending on the incidents involved.
  - e. If WES suspends accreditation twice within a period of twelve months, accreditation will be automatically revoked and reapplication will not be possible for a period of two years from the latest suspension, at which point irrefutable evidence of lessons learned would require to be provided. This would be discussed on an individual case by case basis, depending on the incidents involved.
2. No amount of accreditation fees will be refunded. Accreditation fees will not be collected from suspended estates if they remain suspended on the date when accreditation fees become due. Following the lifting of the suspension, estates will be invoiced for the annual fee, in advance, within two weeks of the lifting of the suspension.