

## **PART II**

### **DISCIPLINARY PROCEDURES**

#### **3. Procedures for Offences to be Dealt with by Hearings**

- 3.1 The relevant division, department, section, unit or SEOCH (as the case may be) shall conduct preliminary investigation on suspected breaches and report the findings of such investigation to the Enforcement Section.
- 3.2 The Enforcement Section may, if necessary, conduct further investigation on all referred cases and may initiate investigation on suspected breaches. If it is satisfied that a prima facie case has been established, it may institute disciplinary proceedings by providing a statement of case including details of the charges to the Secretary to the Disciplinary Committee or if thought fit, issue a warning letter to the Participant concerned. If the Enforcement Section is not so satisfied, the case shall not be pursued further.
- 3.3 The Secretary to the Disciplinary Committee shall serve the statement of case upon the Participant charged.