

## **IOR Membership Grading Appeals Policy**

Member Grades are allocated by a Membership Committee, which consists of a selection of members with a broad range of experience in the sector. Should an applicant wish to query the grade allocated the process is as follows;

1. In the first instance applicants should contact the Membership Secretary (membership@ior.org.uk) who will be able to clarify any additional information required and timescales for a submission of an application for re-evaluation.
2. Applications may be resubmitted, provided additional information is made available, for consideration at the next Membership Committee meeting.
3. The Membership Committee may ask the applicant to take part in a telephone interview or may ask them to answer some specific questions to clarify their application.
4. In all circumstances, Membership grades will be reviewed and allocated in accordance with the published TERMS AND RATES of membership grades which are available at <https://ior.org.uk/membership/membership-grades> Applicants will be advised of the grade allocated after review.
5. If the applicant wishes to make a further appeal for review this may, ultimately, be submitted with supporting evidence to the next meeting of Board of Trustees of the Institute of Refrigeration. The decision of the Board shall be final.

(last reviewed May 2016)