



# Ontario College of Social Workers and Social Service Workers

## Information Sheet Attendance at Discipline Hearings

### All visitors (including media)

- Contact the College's Hearings Office by email at [twray@ocswssw.org](mailto:twray@ocswssw.org) if you would like to attend a hearing.

### For hearings in-person

- Please arrive by 9 a.m. (hearings start at 9:30 a.m.)\* and sign in at the front desk to obtain a visitor badge or a media badge if you are a media representative.
- Wear your badge at all times while on College premises.
- Please turn off all pagers, alarms, cell phones and other electronic devices before entering the hearing room.
- If you arrive while the hearing is in progress, please wait for a recess before entering the hearing room.
- Please check all coats at the front desk. Coats are not permitted in the hearing room.

### For electronic hearings

- Persons wishing to attend an electronic hearing will be provided with log-in information to join the meeting from the Hearings Officer. Do not share the log-in information with others. If you know of others interested in attending, they are required to contact the Hearings Officer and will be provided with information on how they can attend the hearing. Please keep your microphone on mute at all times. Members of the public observing the hearing are not permitted to speak or otherwise disrupt the hearing.

### The following is prohibited at a hearing:

- Filming, recording or photography of any kind (including during electronic hearings)
- Eating and drinking (bottled water excepted) (in-person hearings)
- Disruptive behavior of any kind i.e. talking loudly, gesturing
- Smoking (in-person hearings)

*Note: The College reserves the right to remove persons who are disrupting the hearing.*

### Publication bans

In some cases, a Discipline Panel may order a publication ban or close the hearing to prevent the disclosure of certain information. Publication bans may be ordered for all or part of a hearing.

### Interviews and media requests

Media may request an interview with the College by contacting the College's Communications Department at extension 420. Please do not approach any of the participants during the hearing.

\* In rare cases a Discipline Hearing may start at a time other than 9:30 a.m. Please confirm the time by contacting the Hearings Office.