

Ethics Complaint Form

NACE Ethics Office

Please type or print in ink. Please review the documents Information for Individuals filing NACE Ethics Complaints and Submission of Information to the NACE Ethics Office to assist you in completing this form.

**Have you verified that the person you want to file against is a NACE member? Yes No**

If no, please contact our membership office to make sure that the individual is a member of NACE. Contact information is available on our complaint webpage. NACE cannot process complaints against non-members.

Person making complaint: Address:

Phone:

Are you a member of NACE?

 Yes

 No

Member you are filing a complaint regarding:

Address:

Phone:

*Note: You must file a separate form for each individual you wish to file a complaint against.*

When did the alleged unethical behavior begin?

What is the most recent date of the alleged unethical behavior? Have you discussed this situation with the member you are complaining about?

 Yes

 No

Have you filed a complaint with any other organization(s)?

If yes, please indicate below:

 Yes

 No

Organization Name: Date:

Status:

Organization Name: Date:

Status:

Organization Name: Date:

Status:

Organization Name: Date:

Status:

Please answer the following questions to help us to understand your complaint:

Summarize for us in 2-3 sentences the nature of the alleged ethical misconduct:

List the Ethical Standards you believe have been violated:

On separate paper, please type (or print neatly in ink) the following information while being as concise as possible:

(1) a summary of the events in chronological order leading up to the behavior including the most important dates related to the behavior by the member,

(2) a complete account of the behavior at issue,

(3) any relevant information about what happened after the behavior occurred, and

(4) any steps you have taken to address this situation.

Please send us photocopies (not originals) of any evidence you have related to your allegations. *Note: Please only send documents directly relevant to your complaint. A large volume of unnecessary documentation may delay the completion of review of your complaint.*

If this is a financial matter, have you included all the relevant financial documentation?

 Yes No NA

If this is a legal matter, please provide any documentation

 Yes No NA

**\*\*\*\*\*Important\*\*\*\*\***

***Please sign each of the releases below without modification. We will only process your complaint form if these releases are complete. If they are incomplete, processing of your complaint will be delayed while we return this form to you for your signature.***

Releases

I hereby give the member(s) against whom I am making this complaint permission to give the NACE Ethics Committee any confidential information regarding me, including any records of our interactions, and to answer all questions the committee may have concerning such information.

Signature:

Date:

I hereby give the NACE Ethics Committee permission to send to the member(s) against whom I am making this complaint, copies of any materials submitted by me or on my behalf concerning this complaint.

Signature:

Date:

I hereby waive any right to subpoena from NACE or its agents, for the purposes of private civil litigation, any documents or information concerning this matter.

Signature:

Date:

*Return the completed form and documentation to:*

*National Association for Catering and Events*

*Office, 10440 Little Patuxent Parkway, Suite 300, Columbia, MD 21044*