

EMSA – Code of Conduct Complaint Form and Guide

General Information

Your complaint should include the following:

1. Contact information for the parties (your contact information + the contact information for the person/organization you are submitting the complaint against)
2. Summary of the complaint
3. Identification of what sections of the Code of Conduct (Appendix B1 of [this document](#)) that the Respondent has allegedly violated (complaints/concern re policies and R&R to be completed on that form)
4. **All** supporting material and evidence
5. Requested remedy

Your submission may be disclosed to the respondent party

CONTACT INFORMATION

Date:

Your Name (Complainant):

Your Contact Information (phone, email):

Your Club/Organization:

Respondent Name & Contact Information (if known):

SUMMARY OF THE COMPLAINT

In a short paragraph, please explain what happened:

CODE OF CONDUCT VIOLATIONS

What sections of the Code of Conduct do you believe have been violated?

SUPPORTING MATERIAL AND EVIDENCE

Please list all the additional material (in electronic form) that you are submitting along with this Complaint Form. Everything that makes up your complaint should be included. This material can include comprehensive details about the complaint, emails, witness statements, etc.

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REMEDY

Please read section 22 of the Code of Conduct. What sanction(s) are you requesting?

X _____
SIGNATURE OF COMPLAINT

DATE