

## EMSA Complaint/Concern Form

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/policies/rules& regulations that the respondent has allegedly violated (Code of Conduct complaints to be completed on that form)
- 4 – All supporting material and evidence
- 5 – Requested remedy

The Complaint/Concern Form will be brought forward to the EMSA Executive

**Your submission may be disclosed to the respondent party**

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### CONTACT INFORMATION

DATE:

Your Name (Complainant):

Your Contact Information:( Phone, Email):

Your Club/Organization:

Respondent Name & Contact Information (if known):

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### SUMMARY OF COMPLAINT

In a short paragraph, please explain what happened:

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### VIOLATION(S)

Please provide section/policy/rule & regulation that you believe to be violated?

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**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

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X \_\_\_\_\_  
SIGNATURE OF COMPLAINT

\_\_\_\_\_  
DATE