

**INTERNATIONAL INDUSTRIAL ASSESSMENT TEST
BOARD OF ETHICS**

COMPLAINT FORM FOR ALLEGED VIOLATION OF THE GPPAE CODE OF ETHICS

In filing this complaint, I understand that:

- A copy of this complaint form and all attachments will be provided to the individual against whom this complaint is filed;
- The complaint must include any/all supporting documentation;
- Anonymous complaints are not permitted;
- A complaint against an organization/employer is not permitted. An individual person must be named as Respondent.

Detail the substance of the complaint following the information requirements below and forward to the Ethics Committee by e-mail to gppae.com

The complaint shall be in the format given below.

A detailed description of the conduct you believe violates the GPPAE Code of Ethics. Details should include what happened, when it happened, and where it happened at a minimum. The identity of others who might corroborate the allegations should be provided.

COMPLAINANT: (Individual filing the complaint)

Name:

Member ID:

Address:

City, State, Zip:

Country:

Telephone:

E-mail:

RESPONDENT: (Individual against whom the complaint is directed)

Name:

Member ID:

Address (if known):

City, State, Zip:

Country:

Phone (if known):

E-Mail (if known):

Facts and evidence to be provided in your statement of complaint may include, but are not limited to, the following:

- Date(s) of incident(s);
- Your relationship to the Respondent (e.g., employer, employee, colleague, educator etc)
- Location/occasion of incident;
- How and when you observed/discovered the alleged violation;
- The Respondent's actions, practices, and/or behavior you think were violations of the Code of Ethics;
- Descriptions and copies of any communications with others regarding this incident;
- Descriptions and dates of actions taken, if any, to try to rectify the situation prior to submitting this complaint;
- Descriptions and dates of any communications with the Respondent regarding your concerns and any responses received;
- Copies of all other materials and evidence that corroborate and support the allegations;
- Information about facts and circumstances in your complaint that are also the subject of any complaints to other regulatory entities (e.g., licensure board), or a legal cause of action.

GPPAE board of ethics does not function as a judiciary body. It is the responsibility of the complainant to provide sufficient evidence of the misconduct in order for an Ethics Case to proceed. Mere allegations of misconduct, will in most cases, be dismissed where additional supporting evidence is not provided. Complainants should have a nexus to the facts and evidence provided to support each allegation.

If a complaint demonstrates a credible prima facie violation of the GPPAE Code of Ethics, the committee chair will appoint one of the Legal Advisory Board members of the Ethics Committee as the Investigating Member of the Case. That individual is responsible to provide the involved member with a Notice of Complaint, which affords the member the opportunity to submit a rebuttal statement and evidence. Once this information is received, the Investigating Member is charged with determining whether the information warrants submission of the matter to the Ethics Committee for a hearing. Where referral to the Committee for a hearing is not justified by the evidence submitted, the complaint is dismissed and the complainant and member are so notified. Where referral to the Committee for a hearing is warranted, the Chair is responsible to schedule a hearing at a time convenient to all Committee members. In most cases, hearings are

held within 60 to 90 days. Following the hearing, the complainant and the member are notified of the Committee's determination.