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**Professional Conduct Complaints Form**

***IMPORTANT: Please do not complete this form until you have read the Code of Professional Conduct, our Professional Conduct Inquiry Procedures and our FAQs - If you are considering making a complaint. Further notes for completion of this form can be found at the end of this document.***

**Your details** – see notes below

Name:

Company/Organisation name (if applicable):

Address:

Telephone Number:

Email Address:

**Details of Member or Members about whom a complaint is being made** – see notes below

Name:

Company/Organisation name:

Address:

Telephone Number (if known):

Email Address (if known):

**Date (month and year if possible) of alleged breach(es) of the Code of Professional Conduct:**

**Has this matter been reported to a relevant statutory authority or are legal or civil proceedings pending?**

**Does your complaint relate to a live planning matter\*?** Yes / No – see notes below

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\* Please be aware that the outcome of your complaint, even if the member is found in breach of the Code, may have no bearing on a consenting regime (e.g. a planning application decision or permit approval), the decision on which is made by the relevant competent authority independently of CIEEM.

**If yes, do you have an interest in the planning matter? If so, can you summarise your interest?**

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**Category of your complaint** – please indicate ‘Y’ to all that apply

|  |  |
| --- | --- |
| Professional competence (e.g. survey, assessment and report writing) |  |
| Professional judgement (e.g. interpretation of law, policy and / or professional guidance) |  |
| Professional integrity (e.g. communication, behaviour and trustworthiness ) |  |
| Responsibility for others (e.g. management and / or supervision of others) |  |
| Responsibility for self ( including ownership / accountability for own work) |  |
| Other (please specify below) |  |
|  |  |

**Please explain the basis of your complaint. Why do you think CIEEM’s Code of Professional Conduct may have been breached?** – see notes below

**Have you engaged with the other party’s company or organisational complaints process or do you have evidence of how you have attempted resolution through other avenues? Please supply copies of correspondence.**– see notes below

**Do you have any further comments?**

I understand a copy of this form and any attached evidence will be sent to the Member or Members alleged to have contravened the Code of Professional Conduct.

**Signed\*:**

**Date:**

\* If you are unable to sign and scan this form, please add your name and we will verify your confirmation via correspondence.

**Please submit this form and supporting documents/evidence electronically to** [**complaints@cieem.net**](mailto:complaints@cieem.net) **or by post to:**

Professional Standards

Chartered Institute of Ecology and Environmental Management

Grosvenor Court, Ampfield Hill

Ampfield

Hampshire SO51 9BD

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***Notes for completion***

***Your details***

*Complaints can be made by an individual or an organisation. If the complaint is being made on behalf of an organisation please supply a lead name.*

***Details of Member or Members about whom a complaint is being made***

*We can only investigate professional conduct complaints against individual members of CIEEM. We cannot investigate complaints about individuals who are non-members.*

***Has this matter been reported to a relevant statutory authority or are legal or civil proceedings pending?***

*We will not investigate complaints that are more appropriately dealt with through the courts, an Employment Tribunal, the Local Government Ombudsman, Office for Environmental Protection, or other tribunal. Complainants should look to these avenues first to establish if they are more appropriate.*

***Does your complaint relate to a live planning matter or other consenting regime?***

*We cannot get involved in planning or other consenting decisions, which are the responsibility of the relevant competent authority (e.g. the local planning authority). CIEEM is only concerned with the competence and professional behaviour of its members.*

***Please explain the basis of your complaint. Why do you think CIEEM’s Code of Professional Conduct may have been breached?***

*Where possible please identify which clauses of the Code may have been breached.*

*Any inquiry will not necessarily be confined to the issues raised in your complaint if the investigation panel identify other issues that may have resulted in a breach of the Code.*

*You must provide referenced evidence in support of your allegation, which should ideally be submitted electronically. Evidence should be proportionate and relevant, and should adhere to data protection principles, including redacting any personal data that is not relevant to the complaint.*

***Have you engaged with the other party’s company or organisational complaints process or attempted resolution through other avenues?***

*We expect complainants who have a complaint about a Member’s services to have first sought a resolution with the Member directly and/or engaged with the company or organisational complaints process, if one exists. Copies of correspondence relating to this will be useful evidence when determining the outcome of a professional conduct inquiry.*