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**Professional Conduct Complaints Form**

***IMPORTANT: Please do not complete this form until you have read the Code of Professional Conduct and Professional Conduct Inquiry Procedures.***

**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.**

Name:

Company/Organisation name (if applicable):

Address:

Telephone Number:

Email Address:

**Details of Member or Members about whom a complaint is being made. Please note that we can only investigate professional conduct complaints against individual members of CIEEM. We cannot investigate complaints about individuals who are non-members.**

Name:

Company/Organisation name:

Address:

Telephone Number (if known):

Email Address (if known):

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

**Please explain the basis of your complaint and why you think CIEEM’s Code of Professional Conduct may have been breached. You must provide referenced evidence in support of your allegation, which should ideally be** **submitted electronically (NB: 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).**

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

**Do you have any further comments?**

I understand a copy of this form 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** **or by post to:**

Professional Standards

Chartered Institute of Ecology and Environmental Management

Grosvenor Court

Ampfield Hill

Ampfield

Romsey

SO51 9BD