

Code of Ethics & Rules of Professional Conduct Complaint Form

If you believe that there has been, or may have been, a violation of CPHR PEI's Code of Ethics & Rules of Professional Conduct by a Member of CPHR PEI, please complete this Complaint Form clarifying the details of the incident(s). Should you wish to submit a formal complaint and should CPHR PEI Complaints & Discipline Committee determine there is a basis for such a formal complaint, this form will serve as documentation of the complaint. If more space is required please attach additional pages.

Forward the written complaint to:

CPHR Prince Edward Island
PO Box 2151
Charlottetown, PE C1A 8B9
Email: main@cphrpei.ca

<u>NAME</u> of Member allegedly violating CPHR PEI's Code of Ethics & Rules of Professional Conduct
<u>WHEN</u> did the incident(s) take place?
<u>WHERE</u> did the incident(s) take place?
<u>WHAT</u> did he/she do? (Be as detailed as possible; attach additional information if required)
<u>HOW</u> is this action or behavior in violation of CPHR PEI's Code of Ethics & Rules of Professional Conduct (please include the specific code i.e., P403 – Health and Safety)? Code of Ethics CPHR Prince Edward Island (cphrpei.ca) 2016-Code-of-Ethics-CPHR-2.pdf (cphrpei.ca)
Has this complaint been filed with any other legal body? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the name of this other legal body:

Please list the supporting documents you are sending (attach additional sheets if required).

Note: Please do not send originals.

1.	
2.	
3.	
4.	
5.	
6.	

Your contact information:

Name:	
Home Phone Number:	
Work Phone Number:	
Cell Phone or other Contact Number:	
Fax Number:	
May we contact you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E-mail address:	
Mailing Address:	

NOTE: Anonymous complaints will not be accepted.

If the Complaints & Discipline Committee accepts this complaint, a copy of this complaint will be sent to the CPHR PEI Member (the Respondent) for their response as part of the complaints process.

Frivolous, malicious, or vexatious complaints are a serious matter and could be subject to discipline up to and including revocation of membership in the Association and/or assignment of costs.

- Frivolous complaints are those that are determined to have been brought forward to embarrass or annoy the Respondent and without any basis in fact.
- Malicious or vexatious complaints are those that are determined to have been brought forward in a spirit of dishonesty and malicious intent on the part of the Complainant.

If you have questions about the Complaints Process, please contact CPHR PEI at main@cphprpei.ca.

By signing below, I verify that I have read, understand, and agree to the following:

- I. CPHR PEI will share some or all of the information and documents that it receives from me and other parties with the Respondent:
- II. CPHR PEI may not be able to process my complaint without supporting documents and;
- III. I have attached copies of documents that relate to my complaint.

Signed and dated at _____, this ____ day of _____, 20____.

Signature of Complainant: _____