



USAWE Disciplinary Action – BOD Appointee

This form must be completed when requesting disciplinary action. All complaints, conversations, documents, or other activities involving an alleged violation are confidential and shall not be revealed in any manner to anyone except members charged with the responsibility of investigating said complaint and the Respondent (person the complaint is filed against). You, as the Complainant, may not disclose that you filed this complaint and may not discuss its contents with anyone other than those involved in the investigative process.

Complaint			
Complainant Name		Submission Date	
Position		Respondent Name	
Member#		Position	
Email		Member#	
Phone		Email	
		Phone	
Complaint. Provide a description of the disciplinary action complaint.			
Reason for Complaint. Provide a detailed description of the reason or reasons why you believe that the disciplinary action is needed. Include description of any facts or information which support your belief.			
Witnesses. Identify by name, telephone number and email address of all witnesses that you believe will support your claim that the decision to discipline is correct. Provide a summary of the facts and/or information known by each witness.			
Documents. List and attach any documents which support your claim that the decision to discipline is needed.			
Disciplinary Request. Describe what disciplinary action should be given and time length (i.e. Corrective Action, Suspension, Ban for 3 months, 6 months, 1 year, permanent, etc.)			