



USAWE ETHICS COMPLAINT APPEAL FORM

FOR APPEALING THE OUTCOME OF AN ETHICS COMPLAINT

APPEALS FORM INSTRUCTIONS

I. An appeal is to be submitted within 14 days of the notification of the Ethics Complaint Outcome

II. FORM OF COMPLAINT:

An ethics complaint appeal must be written and submitted on this form.

Ethics documents link: <https://usawe.org/corporate/ethics-form/>

III. SIGNATURE AND DELIVERY:

Appeals **MUST** be signed to be valid.

- Appeals must be delivered to the USAWE Appeals Committee.
- Existence of the appeal must not be communicated to any other person who is not involved in the investigation of the appeal.
- Include only one appeal per form.
- Appeals must be accompanied by a fee of \$100. The fee may be sent to the USAWE Treasurer or sent to the Chair of the Ethics Committee. The appeal fee will be refunded if any part of the claim is considered valid.

APPEALS FORM MUST BE COMPLETED IN FULL TO BE CONSIDERED

CONFIDENTIALITY REQUIREMENT

All written complaint appeals, conversations, documents, or other activities involving the alleged ethics violation appeal are confidential and shall not be revealed in any manner to anyone except those Association members charged with the responsibility of investigating said appeal and the Respondent (person the complaint is filed against). Therefore you may not disclose the fact that you filed this appeal and may not discuss its contents with anyone other than those involved in the investigative process. Only the Respondent and those involved in the investigative process will be provided with the information contained in this appeal.

APPEALS FORM

To: USAWE Appeals Committee Chair:
USAWEAppeals@gmail.com

I. INFORMATION ABOUT YOU

Name:

Member #:

Address:

Phone No.

Email Address:

II. ABOUT YOUR APPEAL:

A. Complaint number associated with the Appeal _____

B. Identify which specific section(s) of the Code of Ethics, Code of Conduct, Social Media Policy, Conflict of Interest Policy, or Confidentiality Agreements you believe are the basis for appeal. Documents are available on <https://usawe.org/corporate/corporate-records/>.

C. Provide a summary of your appeal, including the reasons you believe the appeal should be considered. Specific instances including dates, places, documents, etc., are important to include.

Attach a separate page if necessary.

Dated this _____ day of _____, 20_____.

Signature _____

Print Full Name _____