



## **USAWE ETHICS COMPLAINT FORM**

### **FOR ALLEGED VIOLATIONS OF THE CODE OF CONDUCT, CODE OF ETHICS, SOCIAL MEDIA POLICY, CONFLICT OF INTEREST POLICY AND CONFIDENTIALITY AGREEMENTS**

#### **COMPLAINT FORM INSTRUCTIONS**

##### **I. FORM OF COMPLAINT:**

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

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

##### **II. SIGNATURE AND DELIVERY:**

Complaints **MUST** be signed to be valid. **If filing anonymously, only the Ethics Committee will know the Complainant's identity. See below.**

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

#### **COMPLAINT FORM MUST BE COMPLETED IN FULL TO BE CONSIDERED**

#### **CONFIDENTIALITY REQUIREMENT**

All written complaints, conversations, documents, or other activities involving an alleged ethics violation are confidential and shall not be revealed in any manner to anyone except those Association members charged with the responsibility of investigating said complaint and the Respondent (person the complaint is filed against). Therefore, you, as the Complainant, may not disclose the fact that you filed this complaint 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 complaint.

You understand that by submitting this form, you are giving the USAWE Ethics Committee permission to share the information contained in your complaint, and any additional information that you submit, with the USAWE Appeals Committee as needed, for the purpose of investigation, inspection, or any discipline proceedings, regarding the individual about whom you have a complaint or concern.

### **YOU MAY FILE YOUR COMPLAINT ANONYMOUSLY**

You may choose to file your complaint anonymously. Here are some things you should consider:

Your name will ***not*** be disclosed to the Respondent unless you agree on the complaint form to allow disclosure. The Ethics Committee, and/or a subcommittee composed only of Ethics Committee members, may also ask you for additional information to assist in the investigation. You will be notified of the results of the investigation.

If you choose not to authorize disclosure, then your name will be unknown to both the Respondent and those involved in the investigation other than Ethics Committee members. You will have no further input in the investigative process.

Regardless of whether you file anonymously or not, your complaint **MUST** be complete and detailed. If there is insufficient information in your complaint, no further action will be taken, and your complaint will be dismissed. At the Ethics Committee's discretion, anonymous complaints may not be pursued if insufficient evidence is determined due to anonymity. The Complainant will be given the opportunity to reveal their identity, if necessary, to continue the pursuit of the complaint.

## **COMPLAINT FORM**

To: USAWE Ethics Committee Chair: [Ethics@usawe.org](mailto:Ethics@usawe.org)

**If sending complaint Confidentially:** [usaweethicscomplaints@gmail.com](mailto:usaweethicscomplaints@gmail.com)

### **I. INFORMATION ABOUT YOU (COMPLAINANT) OPTIONAL**

Name:

Member #:

Address:

Phone No.

Email Address:

I authorize disclosure of my name to Respondent (Circle): YES NO

### **II. INFORMATION ABOUT THE PERSON WHOM YOU ALLEGE VIOLATED USAWE ETHICS CODES OR POLICIES (RESPONDENT) (MANDATORY)**

Name:

CIRCLE: USAWE Licensed Official / Coach / Board Member / Member /  
Competitor / \*Other:

\*Define Other:

Address if known:

Phone No. and Email Address, if known:

### III. ABOUT YOUR COMPLAINT:

A. 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 have been violated. Documents are available on <https://usawe.org/corporate/corporate-records/>.


B. Explain the factual basis of your complaint, including but not limited to any discussions or conversations with the Respondent, efforts to resolve your concerns, and timeline of events. Specific instances including dates, places, documents, etc., are important.


Attach a separate written page if necessary.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_

Print Full Name \_\_\_\_\_