**Code of Conduct Investigation**

If you wish to raise a formal complaint under the terms of the Institute’s Code of Conduct, please complete the form below and return it to ioa@ioa.org.uk

On receipt of a formal complaint, the details will be submitted to the Chair of the Institute’s Membership Committee who will consider whether there is sufficient evidence indicating a potential breach of the Code of Conduct. If there is, a Disciplinary Panel of senior members of the Institute will be convened to evaluate the evidence. *(Only written evidence will be considered)*.

Having completed their review, the Panel will conclude whether or not there has been a breach of the Code of Conduct.

Please complete all the boxes below.

| **ITEM** | **RESPONSE** |
| --- | --- |
| 1. The name(s) of the IOA member, or members, who are the subject of the complaint |  |
| 2. The specific clauses of the Institute’s Code of Conduct that you feel have been contravened by the member or members named above. Please see <https://www.ioa.org.uk/membership/code-conduct> |  |
| 3. Include, or attach, any evidence to support your claim, e.g. reports, planning conditions, etc |  |
| 4. An assurance from you that there are no active legal or planning issues in progress associated with this situation *(No investigation can be carried out if such proceedings are in progress)* |  |
| 5. Your permission to share your complaint with:(a) the member(s) concerned so they are able to make a statement in their defence, and(b) internally with other members as required to carry out the investigation and manage the handling of your complaint. *(Withholding such permissions will prevent the complaint from being investigated)* | (a)(b) |
| 6. Date of submission |  |
| 7. Your Name and contact details |  |

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