

Last Revised 04/19/19

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**The 3 Doors Ethics Complaint Form**

Please fill out this form. You may type on this Word file, save, and send by Email, or print a copy, write in ink, and send by mail.

To submit by Email: use the Subject Line: “Ethics Council” and send to The 3 Doors Ethics Council: ethicscouncil@the3doors.org

\_\_\_\_(Please check) I have reviewed and understand The 3 Doors Ethics Violations Policy and Procedures

1. Person making complaint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 3 Doors member you are filing a complaint about:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	1. Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: You must file a separate form for each individual you wish to file a complaint against.*

1. Did the unethical behavior affect yourself and/or third persons? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. When did the alleged unethical behavior begin? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What is the most recent date of the alleged unethical behavior? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Have you discussed this situation with The 3 Doors member you are filing the complaint about? \_\_\_\_\_Yes \_\_\_\_\_No
5. Please summarize in 2-3 sentences the nature of the alleged ethical misconduct:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. List the Ethics Violation(s) you believe have been violated: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. In the space below or on separate paper, please type (or neatly print in ink) the following information while being as concise as possible:
2. A chronological summary of the unethical behavior and any events leading up to it. Please include dates on which the unethical behavior occurred, if known.
3. A description of the alleged behavior
4. Any relevant information about what happened after the behavior occurred
5. A description or list of third persons who might be involved or affected by the unethical behavior.
6. Any steps you have taken to address the situation.

\*\*\*Please submit, along with this form, any documentation you might have that demonstrates the alleged behavior.\*\*\*

**I understand and agree that this form and any information I submit with it will be shared with The 3 Doors Ethics Council. I understand and agree that the contents of this form and any other information I provide to the Ethics Council may be shared with the accused.**

**I agree to keep confidential this complaint and the information contained within it.**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**