  

**CODE OF ETHICS COMPLAINT FORM**[[1]](#footnote-1)

As outlined in the SSE, SSB, and ASN Code of Ethics Enforcement Policy (<https://www.evolutioncodeofethics.org>), this form must be submitted to initiate an investigation of alleged ethical misconduct by a current or former member of SSE, SSB, and/or ASN. The information provided on this form will be treated according to the confidentially provisions outlined in the SSE, SSB, and ASN Enforcement Policy on the Code of Ethics.

If you witness or experience inappropriate conduct at the Evolution meetings, we encourage you to report your concerns to the Safety Officer as described in the Code of Conduct (<https://www.evolutionmeetings.org/safe-evolution.html#Report>). This form is intended primarily for allegations of ethical misconduct outside of the meeting period, but may also be used for allegations of alleged misconduct during a meeting that, if supported, could warrant disciplinary outcomes that extend beyond the meeting.

**Instructions:**

Please answer all the questions on this form and sign it in the space provided.

To file your complaint, email a signed, completed form, together with any attachments, to the Investigatory Agent Jane Doe at <insert email>.

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**Please check the society or societies to which you wish to make the complaint:**

**☐ ASN ☐ SSE ☐ SSB**

The Enforcement Policy provides provisions for information sharing (e.g., of fact-finding and outcomes) amongst ASN, SSE, and SSB. However, each society is ultimately responsible for its own determinations and actions.

1. **Complainant’s Name & Contact Information**

1. **Name:** Click here to enter text.
2. **Address:** Click here to enter text.
3. **E-mail:** Click here to enter text.
4. **Telephone:** Click here to enter text.
5. **Current and recent educational and/or professional affiliation(s)[[2]](#footnote-2):** Click here to enter text.
6. **Relationship to Respondent:** Click here to enter text.
7. **Name(s) of Respondent, i.e., current or former SSE/SSB/ASN member against whom this complaint is being filed:**
8. **Name(s):** Click here to enter the names of all Respondents.
9. **Respondent’s location, employer or institutional affiliation (if known)2:** Click here to enter text.
10. **To the best of your knowledge, has the alleged misconduct been brought to the attention of another institution with the power to investigate and/or adjudicate the matter, such as a court, a US university’s Title IX office, or an institution’s employment office?
 ☐ Yes ☐ No ☐ Do not know.**

**If the answer to question 3 is “yes,” provide any additional information you have, such as the status of the process if public, any news articles, court documents. Do not feel you have to look up any of this.**

Click here to enter your answer.

1. **Describe the facts and circumstances of which you have personal knowledge to support your allegation that the Code of Ethics was violated. Provide as much detail as possible and attach all relevant documents and other evidence to support this. (Feel free to add additional pages if you need more space.)**

Click here to enter your answer.

1. **Please list any members of the Ethics Review Committee and/or Society Officers who you believe should not be involved in any potential adjudications of this complaint, for example due to conflict of interest with the Complainant or Respondent. Describe the nature of the conflict of interest.**

Click here to enter your answer.

**By entering my name below, I certify that information I have provided on this form is true and accurate to the best of my knowledge and belief.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** Click here to enter date.

1. Adapted from the Geological Society of America’s Ethics Complaint Form [↑](#footnote-ref-1)
2. Knowing the institution(s) can help identify potential conflicts of interest for those participating in the investigation of this complaint. [↑](#footnote-ref-2)