  

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

As outlined in Part 2 of the SSE, SSB, and ASN Codes of Ethics on Violations of Ethical Standards, 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.

This form does not apply to allegations about a member’s conduct at the Evolution meetings. 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>).

**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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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 member against whom this complaint is being filed:**
8. **Name(s):** Click here to enter the names of all Respondents.
9. **Respondent’s City, State, and Employer or Educational Affiliation (if known):** Click here to enter text.
10. **Is the Respondent a member of SSE, SSB, or both (if known)?:** Click here to enter text.
11. **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 or a university’s Title IX office? ☐ Yes ☐ No.**
12. **If the answer to question 3 is “yes,” provide the name of the institution, whether proceedings have been initiated, and any other information about the status of such proceedings.**

Click here to enter your answer.

1. **Which parts of the Code of Ethics do you allege were violated? Please be specific.**

Click here to enter your answer.

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

Click here to enter your answer.

1. **Please list any members of the Code of Ethics Committee or Executive Committee 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 signing below, I certify that information I have provided on this form is true and accurate to the best of my knowledge and belief.**

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

1. Adapted from the Geological Society of America’s Ethics Complaint Form [↑](#footnote-ref-1)
2. Institutions listed here will help identify potential conflicts of interest for those participating in the investigation of this complaint (i.e., members of the Committee on Ethics) [↑](#footnote-ref-2)