

ETHICS COMPLAINT FORM

NOTICE OF DUE PROCESS: *If further action is deemed to be warranted, a copy of this form and any supporting documentation you submit will be provided to the Respondent to allow for an adequate opportunity to respond to all accusations.*

All complaints received should address a violation of one or more of the Rules of Practice from the International Institute of Building Enclosure Consultants (IIBEC) Code of Ethics.

CONTACT INFORMATION OF COMPLAINANT (Individual filing the complaint)

NAME

PHONE

EMAIL

CONTACT INFORMATION OF RESPONDENT (Individual against whom the complaint is directed)

NAME OF RESPONDENT

ORGANIZATION OF RESPONDENT

PHONE NUMBER OF RESPONDENT

1. I/We do formally file an Ethics complaint against IIBEC member/registrant, _____. I/We believe _____ violated the following section(s) of the *Rules of Practice* of the IIBEC Code of Ethics.

(A separate form must be completed for each individual for whom you wish to file a complaint.)

- a. Rule of Practice _____ Date of violation _____
- b. Rule of Practice _____ Date of violation _____
- c. Rule of Practice _____ Date of violation _____
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2. On a separate document, please type or print neatly the following:

- Detailed summary of the chronological events leading up to the violation
- Any information regarding communication after the violation
- Any steps taken to resolve the issue

Statements must be concise, factual, and objective and should include all related documents and names of others who may have information or knowledge of this issue.

3. Have you filed this or a similar complaint with any other organization? ☐ Yes ☐ No

If yes, please indicate which organization: _____

4. Is there current litigation regarding the subject matter of this complaint? ☐ Yes ☐ No

If yes, please provide details regarding the status of the litigation.

Release

The undersigned gives consent to IIBEC, its officers, staff, board, or committee members for the disclosure of information provided on behalf of Complainant to the Respondent named in this complaint and any legal counsel retained by the Respondent, IIBEC officers, board, committee members or staff involved in the decision-making process and the membership in the event that the Respondent is found to be in violation of the IIBEC Code of Ethics.

SIGNATURE OF COMPLAINANT

DATE

Submit by mail marked **CONFIDENTIAL** to:

Brian T. Pallasch, Executive Vice President & CEO
International Institute of Building Enclosure Consultants
434 Fayetteville Street, Ste. 2400
Raleigh, NC 27601

OR:

Submit by e-mail to: **bpallasch@iibec.org**

APPENDIX B

RELEASE OF INFORMATION AND COMPLAINANT'S WAIVER & RELEASE OF RIGHTS

The undersigned hereby gives consent to IIBEC, its officers, directors, committee members, or staff for the disclosure of the Complaint and all other submissions by or on behalf of Complainant to:

- (1) The member(s) or registrant(s) named in the Complaint and any counsel or advisor designated by the member(s) or registrant(s);
- (2) IIBEC directors, officers, committee members, and staff whose access to the submissions is necessary for the resolution of the proceeding;
- (3) The membership and the general public in the event a member(s) or registrant(s) is found in violation of the Code of Ethics and a nonconfidential sanction is imposed.

The Undersigned agrees to release liability and waive all rights against IIBEC and any of its directors, officers, committee members, and staff who participated in the resolution of the proceeding; and agrees not to sue IIBEC; and agrees to never initiate or be a party to any lawsuit, claim, demand, prosecution, or action of law for any damages, relief, or compensation for resulting or alleged to result from the filing of this Complaint.

The undersigned does hereby represent that he/she has authority to execute a full and final release and waiver as set forth herein. Further, the undersigned represents that he/she has carefully read this agreement and fully understands its contents and is aware that this is a release of liability and a waiver of the right to sue if any loss results from participation in filing the Complaint.

Signature of Complainant

Printed Name

Date