Association of Image Consultants International
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Email: info@aici.org Web: www.aici.org

AICI ETHICS COMPLAINT FORM

Please read the instructions on page 2 before filling out this form. This completed form and all documentation must be duplicated. One set of copies submitted to AICI headquarters and one set to the Ethics Chair. (Names / addresses on page 2.)

DATE of SUBMISSION:. _____ _____ _____
(of this complaint form) Month Date Year

NAME /ADDRESS OF COMPLAINANT: _____
(person making complaint)
_____
_____

NAME /ADDRESS OF RESPONDENT: _____
(the accused)
_____
_____

SPECIFIC CODE or PROVISION FROM THE *AICI CODE of ETHICS*, WHICH IS BEING VIOLATED:

_____
_____
_____

DOCUMENTATION IN A CONCISE FORMAT
(**include attachments** if you have them)

Signature of Complainant: _____

INSTRUCTIONS FOR PREPARING A FORMAL COMPLAINT

To ensure that your concerns are fully understood, please follow these instructions carefully.

1. Please print clearly.
2. Insert the month, date, and year, eg. 06/16/2007
3. The specific code or provision to be investigated from the AICI Code of Ethics must be clearly stated.
4. Evidence to support your complaint is to be submitted. Please send copies, not originals.
5. Please number your pages.
6. Unsigned complaint forms or incomplete documentation cannot be investigated.
7. **Two copies of all documents are sent to the Ethics Chair and the AICI Executive Director.**
8. Should the Ethics Chair and AICI President decide that the complaint is in the affirmative, a copy of the charges, including evidence submitted by the complainant, is sent to the respondent.
9. The respondent will be given 30 days to respond.

For a full description of the Rules and Procedures of Ethics Committee including the time frame please see the Members' area on the AICI Web site or you may request a printed copy from AICI headquarters.

CONFIDENTIALITY

As a condition of joining the Ethics Committee, each member signs a CONFIDENTIALITY AGREEMENT, which includes the pledge to keep complainants and respondents names confidential. The committee conducts investigations of complaints and may be interviewing witnesses who also will sign a pledge of confidentiality. Members serving on the hearing panel sign a CONFIDENTIALITY AGREEMENT, which includes the pledge to keep the identities of the complainants and respondents confidential.

A decision to impose disciplinary action by the Ethics Committee will be published in the AICI **IMAGE UPDATE** News Magazine and may also appear on the AICI Web site. Only the complaint and decision will be published – all names will be kept confidential. If a hearing is requested, only the nature of the hearing will be published. *Complaints, which are dismissed or deemed unworthy of consideration, are not published.*

We strive to maintain the high integrity of our industry through this ***Code of Ethics.***

Heather Tamminga, CAE, Executive Director
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