



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 RCI 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 RCI member/registrant, _____ . I/We believe _____ violated the following section(s) of the *Rules of Practice* of the RCI 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* _____

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 RCI, 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, RCI 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 RCI Code of Ethics.

SIGNATURE OF COMPLAINANT

DATE

Submit by mail marked **CONFIDENTIAL** to:

James R. Birdsong, Exec. VP & CEO
RCI, Inc.
1500 Sunday Drive, Ste. 204
Raleigh, NC 27607

OR:

Submit by e-mail to: **jbirdsong@rci-online.org**