**Formal complaint against a Member**

Please refer to the [IES Code of Conduct](https://www.the-ies.org/sites/default/files/documents/code_of_conduct_0.pdf), [Memorandum of Articles of Association](https://www.the-ies.org/sites/default/files/documents/mem%26arts.pdf), and [Byelaws](https://www.the-ies.org/sites/default/files/documents/byelaws.pdf) prior to completing this form. To be considered for disciplinary action a member of the IES must be deemed to be in breach of one or more of these documents. The IES takes complaints very seriously and endeavours to ensure the most fair and open process possible.

**Information about you**

|  |  |  |  |
| --- | --- | --- | --- |
| Your name: |  | Your surname: |  |
| Title: | Prof  Dr  Mr  Mrs  Miss  Ms  Other | | |
| Your telephone: |  | Your email: |  |

**Information about the member you are making a complaint against**

|  |  |
| --- | --- |
| Member name: |  |
| Title: | Prof  Dr  Mr  Mrs  Miss  Ms  Other |

**About the complaint**

Has this matter been reported to relevant statutory authorities or are legal proceedings pending? Please provide details.

Date of purported breach of Code of Professional Conduct:

**Please state below the rules of the Code of Professional Conduct you allege to have been contravened.** Please include **ALL** issues you would like IES to consider as the complaint cannot be reopened on new issues arising from the same case*.* You must provide referenced evidence in support of your allegation.

|  |  |  |
| --- | --- | --- |
| **Rule(s) alleged to have been breached. Please list number and document.** | **Supporting Statement – please briefly state the facts of your case** | **Name of document you are providing as supporting evidence** |
|  |  |  |
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If the Professional Conduct Panel refers the complaint to the Disciplinary Board I understand that, under the principles of natural justice, a copy of this form will be sent to the Member alleged to have contravened the IES Code of Professional Conduct, Memorandum of Articles of Association, and Byelaws.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date: | **D** | **D** | **M** | **M** | **Y** | **Y** |  |
| Signature |  | | | | | | | |

Please submit this form and supporting documents/evidence electronically to adam@the-ies.org or on a CD/USB to:

Adam Donnan

Chief Executive Officer

Institution of Environmental Sciences

Floor 1, 6-8 Great Eastern Street

London

EC2A 3NT

**What Happens Next?**

If your application is deemed to be supported by sufficient evidence, your complaint will be referred to the Professional Conduct Panel (PCP) who will investigate the complaint.

In the event of the PCP deciding there is a case to be answered then a Disciplinary Board will be convened to review the complaint. At this stage the subject of the complaint will be contacted, shown the content of the complaint and asked to submit their evidence.

The Disciplinary Board will rule on the case and, if necessary, decided upon appropriate disciplinary action.

You will be informed at all stages of the process and provided with minutes of the Disciplinary Board. For more information, please refer to our byelaws or contact [info@the-ies.org](mailto:info@the-ies.org).