



## **COMPLAINT FORM**

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As far as possible, individuals having a complaint about a violation of AfAS ethical or conduct standards should seek to resolve the issue informally at first. If that is unsuccessful, a formal complaint should then be lodged.

### **Purpose of this form**

A complaint may be filed using this form by:

(a)

1. Any attendee of an AfAS-organised, sponsored or supported meeting or event who experiences or witnesses another attendee potentially breaching the AfAS Statement of Ethics or Code of Conduct;
2. Any attendee of any astronomical event who witnesses an AfAS member potentially breaching the AfAS Statement of Ethics or Code of Conduct;
3. Any contributor or user of AfAS publications who identifies behaviour potentially breaching the AfAS Statement of Ethics or Code of Conduct.

(b)

1. Any AfAS member in a dispute with another member, not involving breaches of the AfAS Statement of Ethics or Code of Conduct, but relevant to Society operations; or
2. Any AfAS member in a dispute with the Society.

Initial contact with the ECC Chair is encouraged to determine whether concerns about a possible ethical or conduct breach are covered by the Statement of Ethics or Code of Conduct before raising a formal complaint. The ECC Chair should try to establish if reasonable attempts have been made to resolve the problem informally.

A formal complaint should be made by completing and forwarding this [Complaint Form](#) to the ECC Chair at: [yin-zhe.ma@afasociety.org](mailto:yin-zhe.ma@afasociety.org)

Alternatively, if the Chair of the ECC is involved in the complaint, the [Complaint Form](#) to be forwarded to: [admin@afasociety.org](mailto:admin@afasociety.org)

All information provided in this [Complaint Form](#) will be classified as confidential.

Individuals who make false allegations of breaches of the Statement of Ethics or Code of Conduct in bad faith will be subject to disciplinary action.

**Person making the complaint:**

(Anonymous complaints will not be accepted)

**Name and (where known) professional address of the person(s) accused of the breach:**

**Provisions of the Statement of Ethics or Code of Conduct alleged to have been breached or relevance to AfAS operations (if a dispute):**

**Full statement of conduct alleged to have breached the Statement of Ethics or Code of Conduct or led to the dispute.**

**Include the sources of information on which the allegations are based, including other potential witnesses to the breach: (attached additional pages if required)**

**List of any documents or other information supporting the allegations which has been attached with this Complaint Form:**

**Signature of Complainant:**

\_\_\_\_\_

**Date:** \_\_\_\_\_