COMPLAINT FORM

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 AfASA 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: **p.whitelock@afasociety.org**

Alternatively, if the Chair of the ECC is involved in the complaint, the ***Complaint Form*** to be forwarded to: **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: _____