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| **COMPLAINT FORM** |  |

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| **BEFORE COMPLETING THIS FORM:**   * Read Icon’s Complaints Procedure * Read Icon’s Code of Conduct * Read Icon’s Professional Standards |

**Confidentiality**

All information will be stored securely and kept confidential to the Investigation Administrator and the Complaints Committees.

*Please submit the following information, using the boxes provided. All fields are mandatory.*

**Date upon which complaint is submitted**

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**Complainant’s Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone |  |

**Name of Member**

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**Code of Conduct Clause(s) Contravened**

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| *Point Number* | *Code of Conduct Clause (from Code of Conduct)* |
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**Matter of Complaint**

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**Date of event which has given rise to the complaint (must be within the previous 12 months)**

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**Associated documentation**

*Please note additional documentation may be requested by the Investigation Committee.*

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| **Please send a signed copy of the form and associated documentation to:**  Amy Neal  Marketing and Membership Manager  Icon, the Institute of Conservation  [amy.neal@icon.org.uk](mailto:amy.neal@icon.org.uk) |