# **IEMA Complaint Form**

**Please complete this form if you wish to report the misconduct of an IEMA Member.**

IEMA takes its responsibility to uphold the integrity of the profession seriously. All IEMA members commit to a high standard of professional behaviour upon joining. Our Professional Conduct and Disciplinary Process ensures any alleged misconduct that we are made aware of is subject to a full and fair investigation. Proportionate sanctions are applied in cases where misconduct is found, on the balance of probabilities, to have occurred.

Misconduct includes:

* Non-compliance with IEMA’s [Code of Professional Conduct](https://www.iema.net/iema-code-of-professional-conduct/code-of-professional-conduct) and/or
* Failure to comply with other conditions of Membership and/or
* Failure to comply with undertakings of requirements imposed, including disciplinary sanctions and criminal convictions and other regulatory findings.

It is important that you report alleged misconduct in a timely fashion, providing as much information as possible. This will allow IEMA to conduct a full and fair investigation into the alleged misconduct.

Once completed, this form should be emailed along with any supporting evidence to Professional.standards@iema.net.

A member of IEMA’s Professional Standards Team will be in contact to acknowledge receipt of your complaint and to advise of next steps within 2 working days.

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| Your Details: |
| Name: |  |
| Telephone: |  |
| Email: |  |
| Details of the IEMA Member whom you wish to report: |
| Name: |  |
| Membership Number (if Known): |  |
| Membership Grade (if Known): |  |
| Telephone: |  |
| Email: |  |
| Details of the Misconduct you wish to report |
| Date of the misconduct: |  |
| Summary of the misconduct: |  |
| Evidence submitted in support of complaint: | Please list here any evidence submitted substantiating your complaint. Attach any relevant evidence to your complaint when submitting it. |

Any details and information submitted on this form will be processed in accordance with IEMA’s Privacy Policy which can be found <https://www.iema.net/privacy-policy>.