



# Certified Organizational Ombudsman Practitioner Complaint Form Instructions

**For the detailed policy about the Certified Organizational Ombudsman Practitioner Ethics Complaint Process please go to:** <http://www.ombudsassociation.org/boc/policies/ethics.asp>

1. This Appeal Form must be submitted to the Professional Practices Committee – see address, email and fax number below.
2. A complaint of professional misconduct may be submitted only by a Certified Organizational Ombuds Practitioner about a Certified Organizational Ombuds Practitioner (5.01).

**For the directory of Certified Organizational Ombudsman Practitioners, please go to** <http://www.ombudsassociation.org/boc/news/directory.asp>

**[Note:** If your complaint is not against a Certified Organization Ombuds Practitioner you may seek resolution by: 1) discussing the situation with the Ombudsman or writing the Ombudsman a letter outlining your concerns and stating your suggested redress; 2) contact the supervisor of the Ombudsman with the same information.]

3. The complaint must include a detailed description of the nature of the alleged professional misconduct as well as all pertinent facts and circumstances. Grounds for discipline can be found in Article III of the Ethics Complaint Process – Grounds for Discipline.
4. A complaint of professional misconduct by a Certified Organizational Ombudsman Practitioner must be in writing (via this Ethics Complaint Form), signed, notarized, and accompanied by substantiating, publicly available, non-confidential documentary evidence.

Examples of publicly available, non-confidential evidence are printed documents that were intended for a public audience; website information; presentation material from a workshop, etc.

5. Please be advised that the proceedings as a whole shall be treated confidentially, except to the extent required to complete the investigation, and as provided in the Ethics Complaint Procedure Document in the event that certain disciplinary sanctions are imposed by the Board of Directors.
6. The Professional Practices Committee will make a determination of whether there is sufficient documentation to warrant an investigation. If so, the Chair will notify the Respondent that a complaint of professional misconduct has been filed. The Committee shall provide a copy of the complaint and supporting documentation and the identity of the complainant shall be revealed. The Respondent shall have (30) thirty days from date of receipt of the notification to respond. The Professional Practices Committee shall have (90) ninety days from receiving all relevant evidence to render a decision.



# Certified Organizational Ombudsman Practitioner Complaint Form

## Section 1: Contact Information for the Certified Organizational Ombudsman filing the complaint:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Section 2: Contact Information for the Certified Organizational Ombudsman Respondent:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Section 3: Complaint

Please attach a description of the nature of the alleged professional misconduct as well as all pertinent facts and circumstances.

## Section 4: Supporting Documentation

Please list all documentation that you have included:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

The foregoing Ethics Complaint Form was subscribed before me by \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WITNESS my hand and official seal.

[SEAL]

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Please return this form and documentation to:

Professional Practices Committee  
IOA - Board of Certification  
390 Amwell Road, Suite 402  
Hillsborough, NJ 08844  
Fax: 1.908.842.0376  
Email: certification@ombudsassociation.org