



## IOA Formal Complaint Form

This Formal Complaint Form may be used to report misconduct that is alleged to violate the Section IV of the [IOA Community Norms](#). Please review the [IOA Concern and Complaint Policy and Procedures](#) prior to submitting this form. A Participant may also send a letter or email that addresses all areas of inquiry contained in this form.

### Section 1: Complainant(s)

Please provide the contact information for each person submitting this complaint.

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

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

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

### Section 2: Respondent(s)

Please provide the contact information of each person against whom the Complaint is filed.

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

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

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

### Section 3: Complaint Details.

Please provide as much information as possible to aid any investigation.

Please identify where and when the alleged incident or conduct occurred:

Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

Event (if applicable): \_\_\_\_\_

Please identify any other Participant(s) who may substantiate the allegation(s).

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

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

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_



Please state the specific behavior or conduct you believe the participant(s) engage in pursuant to the [Concern and Complaint Policy, Section II.1.](#)

Please provide a detailed description of the nature of the alleged violation of the [IOA Community Norms](#) and/or [IOA Concern and Complaint Policy](#), including all pertinent facts and circumstances. Feel free to submit separate documentation.

**Section 4: Supporting Documentation**

Please list here and attach any relevant documentation:

**Section 5: Signature of Complainant(s):**

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Signature	Print Name	Date
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Signature	Print Name	Date
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**Please email or mail this form and supporting documents to:**  
Subject: IOA Formal Complaint: Attention President and Executive Director  
By Email: [emiller@ombudsassociation.org](mailto:emiller@ombudsassociation.org)  
By Mail:  
International Ombuds Association  
2150 N 107th St, Suite 205  
Seattle, WA 98133  
United States