

**CONFIDENTIAL**

## Important Instructions to Individuals Completing This Form

A. This form is supplied by the International BodyTalk Association ("IBA") to individuals, or groups ("Complainants") who want to submit an ethics Complaint regarding the conduct of a IBA member or of an individual who is not an IBA member but who: (1) holds an IBA certification, (2) applies to commence an IBA certification process, or (3) serves IBA in a volunteer capacity. **An IBA Ethics Complaint may not be filed against entities (e.g., companies or organizations), but only against individuals who fit one of the above categories. Further, the "Decision Tree" document attached to this form provides specific guidance on whether a complaint will be able to be processed.**

B. To start the ethics Complaint process, please complete this form and send the form to:

IBA Ethics Review Committee  
International BodyTalk Association  
Suite 203, 2750 Stickney Pt Rd  
Sarasota, FL 34231, USA

C. Pursuant to the IBA Ethics Case Procedures, the Complainant(s) and those against whom the charges are filed shall treat this form and all information submitted to the Ethics Review Committee ("ERC") as confidential. **While this is a confidential process, the person named as a Respondent in this Complaint may be provided with a copy of this Complaint; further, IBA staff and agents, ERC members, and witnesses may be made aware of the existence of this Complaint as part of this process.**

D. Confirmation of the receipt of this Complaint will be sent by IBA staff to the Complainant(s). No Complaint shall be considered complete until the ERC receives all required documentation, which includes: (1) the completed Complaint form, (2) all applicable supplemental information requested on the Complaint form, and (3) all documentation and other information requested in writing by the ERC. Incomplete Complaints will not be reviewed by the ERC. In addition, anonymous Complaints and/or trivial Complaints are not permitted and will not be reviewed by the ERC.

E. Complainants must review the IBA Code of Ethics & Professional Conduct and Ethics Case Procedures before and during the preparation of an Ethics Complaint in order to understand the organization's procedures and ethical standards. The above documents may be found on the IBA website.

- F IBA has in place a grievance procedure for IBA members to report problems and concerns with the actions of IBA staff and volunteer leaders in their **IBA** roles. Any such concerns shall not be raised through this Ethics Complaint process but may be raised through the IBA Grievance process, which is designed to be used in resolving concerns about organizational or policy matters which involve **IBA**, as a corporate body, or any IBA program, product or service. More details on the IBA Grievance process may be found on the IBA website.
  
- G Complainants shall be responsible for all costs associated with the filing of a Complaint and all personal costs related to their involvement in the Ethics Complaint process.

- 1 Please print in ink or type the following information. If there are more than one Complainant or Respondent, attach additional pages to provide the same information as to all individuals.**

**A. Complainant(s) Information**

Name (Your Name): \_\_\_\_\_

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

\_\_\_\_\_

Phone number: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**B. Information regarding individual against whom the Complaint is filed (the "Respondent")**

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

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

\_\_\_\_\_

Phone number: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Respondent is an individual who is (check all that apply):

1.  An IBA member
2.  A holder of an IBA certification
3.  A current applicant for an IBA certification
4.  An IBA volunteer
5.  Don't know/not sure

(Note the IBA will only consider Complaints against individuals who are in at least one of the first four categories above.)

- 2. Provide a statement of what you consider to be the essential facts involved in the alleged ethics violation; include specifically the applicable section(s) of the IBA Code of Ethics and Professional Conduct (the "Code") you believe to have been violated; and explain why you believe such section(s) was/were violated:**

**Note:** This should be a summary of the most important facts which the Complainant believes support the issuance of a formal ethics complaint by IBA. Each fact should be numbered or otherwise identified, and expressly related to a specific provision of the Code. Finally, note that the ERC will only consider alleged violations of the Code's *mandatory* standards, not its *aspirational* standards.

- 3 To the best of your knowledge, are there any other ethics complaints, regulatory complaints, or court actions that have been filed by you or anyone else that relate to the same or similar allegations contained in this Complaint form? If so, identify such complaints or other actions below. If any such actions have concluded, please describe specifically the results and attach relevant documentation.**

**Note:** The Complainant should list any actions taken or contemplated that are directed at the same or related complaints. For example, the Complainant should identify any matters filed with state licensure or regulatory boards, courts or other judicial forums, professional organizations, and employers that relate to the issues raised in this Complaint. Note that the IBA Ethics Case Procedures state that the ERC shall not consider a Complaint when civil, criminal, or regulatory proceedings are ongoing.

- 4 List all persons you believe have knowledge of the matters you have asserted in this Complaint and a brief description of what each person's knowledge is regarding the alleged violation.**

**Note:** Please provide each individual's full name, address, telephone number, and other contact information (*e.g.*, e-mail address, to the extent known). Note that the ERC is permitted to contact any individual listed here or other individuals as part of its review of any Complaint.

- 5 List all of the documents attached to this Complaint form. If there are numerous attachments, please utilize an indexing format, such as by numbering documents as Attachment 1, Attachment 2, Attachment 3, etc.**

**Note:** All documents must be listed by type (*e.g.*, letter, e-mail, memo, certificate, etc.), date, and the name of the individual or organization that prepared it. All documents listed in this section must be submitted to the address provided in the instructions, along with this Complaint at the same time that this Complaint is submitted. In certain circumstances (such as, the volume is so significant as to make hard-copy delivery prohibitive), the ERC may permit a complainant to send attachments to this form in electronic form only.



- 6 List all steps you have attempted to resolve the issue with the Respondent prior to the submission of this Complaint form.**

**7. Statement and certification.**

By submitting this Ethics Complaint, I charge the Respondent identified herein with a violation(s) of the IBA Code of Ethics and Professional Conduct. I have read the IBA Ethics Case Procedures and I agree to abide by the conditions and terms of these rules. I understand that I am required to, and the IBA shall make reasonable efforts to, keep the information that has been and will be submitted concerning this ethics proceeding confidential, as set forth in the Ethics Case Procedures and subject to all applicable exceptions. I also understand that the Respondent may receive a complete, non-redacted copy of this document, as well as other information that is submitted with regard to the ethics proceeding. I acknowledge and agree that the IBA may contact individuals who may be witnesses. I allow the ERC to provide a copy of this IBA Ethics Complaint to IBA headquarters staff in the event that it alleges a false or improper use of IBA property (including but not limited to an allegedly false or improper use of an IBA certification designation). Further, I understand that some or all of the information submitted with regard to the ethics proceeding may be disclosed (in either redacted or non-redacted form) to IBA's members and others following a final determination by the ERC and/or the Ethics Appeals Committee.

I further certify that the factual allegations made in this IBA Ethics Complaint are true and accurate to the best of my knowledge and that these ethics charges are made in good faith.

Signature of Complainant: \_\_\_\_\_

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

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