



Ethics Complaint Response Form

CONFIDENTIAL

Important Instructions to Individuals Completing This Form

- A. This form is supplied by the International BodyTalk Association ("IBA") for use by an individual who has been named as the Respondent in an IBA Ethics Complaint, a copy of which has been provided to you along with this Response form.
- B. To respond to the Complaint, the Respondent must complete this form, or prepare a similar detailed description of the factual allegations refuting or mitigating the charge(s) contained in the Complaint. This form and accompanying documents shall be sent 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, this form and all information submitted to the Ethics Review Committee ("ERC") shall be treated as confidential by the Complainant(s) and Respondent(s). **While this is a confidential process, the Complainant may be provided with a copy of this Response; further, IBA staff and agents, ERC members, and witnesses may be made aware of the existence of a proceeding as part of this process.**
- D. IBA recommends that all Respondents review the IBA Code of Ethics and Professional Conduct and the IBA Ethics Case Procedures, before and during the preparation of a Response to an Ethics Complaint to understand the organization's procedures and ethical standards. These documents may be found on the IBA website (<https://www.bodytalksystem.com>).
- E. Respondents shall be responsible for costs associated with preparing and delivering this Response and all personal costs related to their involvement in the Ethics Complaint process, including but not limited to any travel costs and legal representation fees and expenses.
- F. Failure to provide a Response to the Complaint, or to respond fully, accurately, and in good faith, may subject you to sanctions stated in the Ethics Case Procedures, including a determination that the allegations of the Complaint are true and that the ERC should impose appropriate disciplinary sanctions.



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Please print in ink or type the following information.

- 1. If any of your contact information set forth in the Ethics Complaint, is incorrect or incomplete, then provide the correct information below. Otherwise, please leave blank.**

Respondent's Name: _____

Respondent's Address: _____

Respondent's Phone Number: _____

Respondent's E-mail: _____

- 2. Provide a statement of what you consider to be the essential facts involved in the alleged ethics violation. Include in this statement specific discussion of the allegations of the Ethics Complaint and answer each specific alleged violation of the provisions of the IBA Code of Ethics and Professional Conduct.**

Note: This statement should be a summary of the most important facts which Respondent believes support his/her Response to the Ethics Complaint. This factual statement must include a clear explanation of the conduct that is alleged to be unethical. Respondent should provide those facts which refute the allegations of the Ethics Complaint or otherwise explain Respondent's actions in sufficient detail. Please be as thorough as possible. While it may not always be the case, generally the more exculpatory facts that are provided on this form in your defense, the more likely it is that you will be able to have a Complaint dismissed without the need of further procedures. (If the space below is not sufficient, additional pages may be used and attached.)

Allegations of the Ethics Complaint which are not denied may be deemed to be admitted. Failure to refute or deny significant factual allegations of the Ethics Complaint could permit the ERC in its sole discretion to determine that the allegations of the Ethics Complaint are true.

- 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 Respondent should identify any actions taken that are directed at the same or related complaints. For example, the Respondent 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 the Complaint. Such actions should be listed regardless of who the individual filing the matter is. Note that the IBA Ethics Procedures state that the ERC shall not consider a Complaint when civil, criminal, or regulatory proceedings are ongoing. You are under a continuing obligation to advise the ERC of any additional complaints which may be filed subsequent to the time that you submit this Response or which were previously filed but that you did not have knowledge at the time this Response was submitted.

- 4. List all persons you believe have knowledge of the matters asserted in the Ethics Complaint and this Response 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 Response 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 Response at the same time that this Response is submitted. In certain circumstances (such as, the volume is so significant as to make hard-copy delivery prohibitive), the ERC may permit a Respondent to send attachments to this form in electronic form only.

6 Statement and Certification.

By submitting this Ethics Complaint Response, I assert that I have read the IBA Code of Ethics and Professional Conduct and the IBA Ethics Case Procedures, and I agree to abide by their conditions and terms in proceeding with this matter. I understand that I am required to and IBA shall make all reasonable efforts to ensure the confidentiality of the information that has been and will be submitted concerning this ethics proceeding, as set forth in the Ethics Case Procedures, subject to all applicable exceptions. I also understand that the Complainant may receive a complete, non-redacted copy of this document, as well as other information that is submitted in connection with this proceeding. I acknowledge and agree that IBA may contact individuals who may be witnesses. Further, I understand that some or all of the information submitted in connection with this 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 assertions made in this Ethics Complaint Response are true and accurate to the best of my knowledge and are made in good faith.

Signature of Respondent:

Printed Name:

Date:
