ISEP Complaint Form

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

ISEP takes its responsibility to uphold the integrity of the profession seriously. All ISEP 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 ISEP’s 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 ISEP to conduct a full and fair investigation into the alleged misconduct.

Once completed, this form should be emailed along with any supporting evidence to [info@isepglobal.org](mailto:info@isepglobal.org).

A member of ISEP’s Professional Standards Team will be in contact to acknowledge receipt of your complaint and to advise of next steps within 5 working days.

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| Your Details: | |
| Name: |  |
| Telephone: |  |
| Email: |  |
| Details of the ISEP 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 ISEP’s Privacy Policy which can be found <https://www.isepglobal.org/privacy-policy>.