

Directions for Filing a Complaint or Report

Filing a Complaint

Filing a complaint with the Ethics Committee of the RSS means that you are alleging a violation of our Code of Ethics to have taken place. There should be an individual or individuals who you are specifically accusing of such a violation. Formal complaints cannot be anonymous.

To file a formal complaint, fill out the complaints form, or contact the current Chair of the Committee in writing and provide the following information:

1. the name and address of the complainant
2. the name and address of the complaine
3. the provisions of the RSS Code of Ethics alleged to have been violated
4. a statement that other legal or institutional proceedings involving the alleged conduct have not been initiated, or, if initiated, the status of such proceeding
5. a full statement of conduct alleged to have violated the Code of Ethics, including the sources of all information on which the allegations are based (and a dating of events)
6. copies of any documents supporting the allegations

The Chair of the Ethics Committee should contact you within one week and may request additional information. You have 30 days to respond to this request. Then, after a basic vetting by the Chair, the case is taken to full committee.

Filing a Report

Filing a report with the Ethics Committee of the RSS means that you are alleging a violation of our Code of Ethics to have taken place, but do not wish for a formal investigation to occur at this time.

To file a report, provide the following information by filling out the Reports form or by emailing a member of the Ethics Committee:

1. Your name and contact information such as email address.
2. The provision of the Ethics Code alleged to have been violated.
3. A description of the violation. Include as much detail, including the name of the offender, as you wish to provide.

CONFIDENTIALITY: This option allows for confidentiality such that the identity of you as reporter shall be maintained within committee unless and until you explicitly provide permission otherwise (should, for instance, other reporters wish to know who else has reported a particular person for an act of bias or harassment against them, or should the committee wish to pursue an investigation of a member for violations as outlined in the Policies and Procedures for the Ethics Committee, section VI.2), or in the event of valid subpoena or by court order. Records of reports are made anonymous upon no later than three years from day of filing—original reports will be deleted and the identity of any violator and the reporter shall be expunged from the record.

HOW THIS INFORMATION WILL BE USED: Reports, while they do not initiate investigations, will be used to track incident frequency. The Ethics Committee retains the right to use the information to advise upon nominations for awards and positions within the society, but does not use the information outside of society matters (unless the report is used to initiate a complaint). If you, as the reporter, wish for your report to be investigated formally, you must file a formal complaint. If you file a complaint, you do not also need to file a report.

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