Filing a complaint with the Ethics Committee of the RSS mean 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, 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 complainee
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
7. if necessary, a request that the 18-month time limit be waived (five years prior to the date of filing is the extended time limit).

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.

**Excerpted from the Policies and Procedures Manual for the Ethics Committee**

**Jurisdiction**

**IV.1.a** RSS Ethics Committee shall have jurisdiction to receive and determine any timely complaint of the violations of the RSS Code of Ethics by a current member of the RSS in any category of membership. In the event that a complainee resigns from the RSS subsequent to filing of a complaint against him or her, the RSS Ethics Committee shall have the discretion to resolve the complaint as if the complainee were still a member.

**IV.1.b** In the event that a complaint alleges conduct which is, or may be, the subject of other legal or institutional proceedings, RSS Ethics Committee may, in its discretion, defer further proceedings with respect to the complaint until the conclusion of the other legal or institutional proceedings.

**IV.2 Filing of Complaint**

IV.2.a. Any member or non-member of the RSS who perceives that an RSS member has violated an ethical standard may file a complaint with the chair or any member of the RSS Ethics Committee.

IV.2.b. A complaint may be initiated by RSS Ethics Committee on its own behalf.

IV.2.c. Initial consultation with the Chair of the RSS Ethics Committee is encouraged to clarify whether concerns about a possible ethical violation is covered by the Code.

IV.2.d. A complaint shall include the name and address of the complainant; the name and address of the complainee; the provisions of the RSS Code of Ethics alleged to have been violated; a statement that other legal or institutional proceedings involving the alleged conduct have not been initiated, or, if initiated, the status of such proceedings; 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; copies of any documents supporting the allegations; and, if necessary, a request that the 18-‐month time limit be waived. Anonymous complaints shall not be accepted. Confidentiality shall be protected as described in Part V.5 below.

IV.2.e. A complaint may not be accepted or initiated if it is received more than 18 months after the alleged conduct occurred or was discovered. A complaint received after the 18-month time limit set forth in this paragraph shall not be accepted unless the Chair of the RSS Ethics Committee determines that there is good cause for the complaint not to have been filed within the 18-month time limit. No complaint shall be considered if it is received more than five years after the alleged conduct occurred or was discovered.

**IV.3 Preliminary Screening and Notice of Complaint**

IV.3.a. The Chair of the Committee, in consultation with Committee members, shall screen each complaint to determine whether the complainee is a member of RSS and whether the alleged conduct is covered by the Code. If the complaint does not include the information required, the Chair of the Ethics Committee shall so inform the complainant, who shall be given the opportunity to provide additional information. If no response is received from the complainant within thirty days, the matter shall be closed and the complainant so notified.