CPHR British Columbia & Yukon

People Leading Business.™

COMPLAINT FORM

It is the mandate of the Complaints and Investigation Committee (CIC) to assess and respond to all complaints respecting allegations of non-compliance with the Association's Code of Ethics & Rules of Professional Conduct (the Code) which can be found on our website.

Please note that for a complaint to be eligible for adjudication, it must be received within the latter one year from the date of the alleged violation or one year from the date on which the Complainant became aware, or reasonably ought to have known, of the incident, giving rise to an alleged violation of the Code. In addition, any review of a complaint will only move forward if the individual is a Chartered designated member of the Association (CPHR). We will notify you if we cannot move forward should we receive a complaint that does not fit the prescribed criteria.

Information about you (the Complainant)

First Name: _____

Last Name: _____

Home Phone: _____

Mobile Phone: _____

Email Address: _____

Address: _____

Suite Number: _____

City: _____

Province: _____

Postal Code: _____

Are you a member of CPHR BC & Yukon?

Yes: _____ No: _____

Information about the CPHR BC & Yukon member you are complaining about:

First Name: _____

Last Name: _____

Employer: _____

Additional Information:

What is your relationship to the CPHR BC & Yukon member about whom you are making a complaint? *(e.g., employer, client, leader, colleague, etc.)*

_____

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Are you aware of any legal proceedings that have commenced or are intended to commence regarding the conduct of the member you are complaining about either by yourself or anyone else?

Yes: _____
No: _____

(If yes, please give details re: name of Court or tribunal, status and/or outcome?)

_____

_____

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_____

Your Complaint

Please tell us about your complaint. Please include a chronological history of the events including the date, time and location on which specific events occurred. If more space is required, please include the information on a separate word document.

*IMPORTANT NOTE: You are required to provide evidence to support any allegations of a breach of CPHR BC & Yukon's Code of Ethics & Rules of Professional Conduct, and list which rule they have not complied with. Please clearly label the supporting documentation as to which allegation it supports and section of the Code of Ethics and Standards of Professional Conduct the complaint/incident pertains to.

Note: This information will be provided to the CPHR BC & Yukon member you are complaining about.

We do not require documents with your submission, unless the documents include correspondence from the member, that is in fact evidence of the breach in the code. If so, please specify how. If it is alleged that more than one section of the Rules of Professional Conduct has been breached, then the supporting documentation should be clearly labeled as to which allegation(s) it supports.

Note: Copies will be provided to the CPHR BC & Yukon member you are complaining about. Do NOT Send originals. If originals are needed, they will be requested later.

Please list the name(s) and contact information of any witness or anyone who may be able to provide further information:

What remedy are you seeking as a result of your complaint? **Note:** *CPHR BC & Yukon has no authority to provide a financial remedy to the complainant; therefore, the Complaints and Investigation Committee (CIC) cannot award any damages. Additionally, the CIC cannot dictate whether an individual shall be rehired once they have been terminated by their employer.*

Acknowledgement, Consent and Signature:

I have read and I understand the following:

- I understand that CPHR BC & Yukon will share some or all of the information and documents it receives from me and other parties with the CPHR BC & Yukon member complained about.
- I agree to the CPHR BC & Yukon sharing and providing copies of information and documents that it receives from me with the CPHR BC & Yukon member complained about.
- I understand that the CPHR BC & Yukon may not be able to process my complaint without supporting documents. I have attached copies of documents that relate to my complaint. I also understand that all decisions rendered by the Complains & Investigation Committee are final and can only be appealed by the designated member should a judgement go against their favour.

Date Signed: _____

Signature of Complainant: _____

**Kindly either provide a manual signature or utilize digital signature platforms like DocuSign or similar formats for signing. Typed names are not acceptable.

Note: If you are filing this complaint for another person who was the party directly affected by the CPHR BC & Yukon's member's conduct, we will need a signed authorization from this other person in order to proceed with the complaint.

If you have any questions about how to file your complaint, please call the Office of the Registrar at 604.694.6939 or send an email to: registrar@cphrbc.ca.

Note of Confidentiality: From the time that the CPHR receives a complaint, the CPHR and all individuals involved in the Discipline Process are required to consider the matter as confidential. This includes the Discipline Committee, the Investigative Panel, and any other individual or entity involved in the process.

All members of CPHR are bound by the Code of Ethics and Standards of Professional Conduct. Members, whether they are complainants, respondents to a complaint or third-party witnesses, are not bound by the responsibilities with respect to confidentiality. These obligations of confidentiality are specifically addressed by the CPHR of British Columbia and Yukon Code of Ethics and Standards of Professional Conduct.