



INTERNATIONAL ASSOCIATION of **ASSESSING OFFICERS**

314 W 10<sup>th</sup> Street Kansas City, MO 64105-1616 • USA  
P: 816-701-8100 • P: 800-616-4226 • F: 816-701-8149 • [www.iaao.org](http://www.iaao.org)

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## IAAO Ethics Complaint Instructions and Filing Information

1. **The IAAO Ethics Committee may only consider complaints filed against individuals who are IAAO members, or were IAAO members, at the time of the alleged violation. Use the attached two-page official Ethics Complaint form to submit a complaint.**
2. Complete all sections of the fillable form. Incomplete forms will not be processed.
3. Print completed form and sign.
4. A notary must also sign, date, and note the date their commission expires.
5. Complaint filed must pertain to alleged violations of the IAAO Code of Ethics and Standards of Professional Conduct or IAAO Procedural Rules.
6. The Ethics Committee may only investigate activities within one year after the occurrence of the alleged violation.
7. The Ethics Committee may refuse to entertain any matter that appears to be repetitive.
8. The Ethics Committee has the authority to investigate all complaints including dismissal of the complaint, issuing letter of charge, conducting hearings, and carrying out disciplinary action.
9. Decisions of the Ethics Committee may lead to Dismissal, Reprimand, Suspension or Expulsion.
10. Remedial actions may require completion of an IAAO Ethics Workshop.
11. False or frivolous complaints filed by IAAO Members may result in an Ethics Complaint filed against the Complainant.
12. Deliberations will be held in strict confidence.

All correspondence should be sent via mail or email to the attention of the IAAO Executive Director. See Ethics Complaint Form for details.



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### Ethics Complaint Form

Please send completed form and all supporting documentation to:

International Association of Assessing Officers  
Attn: Executive Director [CONFIDENTIAL]  
314 West 10<sup>th</sup> Street  
Kansas City, MO 64105

Or email documents to: [executivedirector@iaao.org](mailto:executivedirector@iaao.org)

#### Complainant

#### Respondent

Name:

Name:

\_\_\_\_\_

\_\_\_\_\_

Title:

Title:

\_\_\_\_\_

\_\_\_\_\_

Company/Jurisdiction:

Company/Jurisdiction:

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone (H): \_\_\_\_\_

Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_

Phone (W): \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Is the Respondent a current member of the IAAO?  Yes  No  Unknown

Note: Ethics complaints will be disclosed to Respondent in accordance with the rules of the International Association of Assessing Officers. Frivolous or false complaints will be subject to Ethics Committee action.

List the specific provisions of IAAO Code of Ethics and Standards of Professional Conduct, or Procedural Rules, to which the complaint refers:

Attach a statement of facts pertaining to the complaint.

Attach all relevant factual information (including copies of all relevant documents).

To your knowledge, has any other action, based on the facts alleged in this complaint, been instituted against the Respondent?  Yes  No

If yes, what is the status of that action? \_\_\_\_\_

What was the date of the alleged violation? \_\_\_\_\_

*I authorize IAAO to contact me regarding this complaint, if deemed necessary. I authorize IAAO to release this complaint and all other supporting material I have provided, or may provide in the future, to the subject of the complaint, members of IAAO's Ethics Committee, the IAAO Board of Directors, IAAO's attorney(s), and others as deemed appropriate by IAAO or as required by law.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State/Province: \_\_\_\_\_ City/County: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_

Who is personally known to me or who has produced identification and did take an oath.

My Commission expires \_\_\_\_\_

Notary Public \_\_\_\_\_