**COMPLAINT FORM**



**AGAINST CIFA**

This procedure applies to complaints against the Chartered Institute for Archaeologists (CIfA) and not against an individual member, Registered Organisation or the Board of Directors as a whole. Please read the relevant complaint procedure before competing this form.

1. **COMPLAINANT DETAILS**

Name:

Address:

Telephone number:

Email address:

Date complaint submitted:

**2. SUMMARY OF COMPLAINT**

 Please summarise the issues covered by your complaint

**3. STAFF/COMMITTEE MEMBER INVOLVED**

 If your complaint involves a staff/committee member, please provide their name

**4.** **FURTHER INFORMATION**

 **Please attach a statement giving details of** incidents or behaviour, and supply all relevant names, dates or other information which may help the Institute investigate. Please cross-refer to any supporting documents you are submitting.

 How many sheets of your statement are enclosed?………………………………..

 How many sheets of supporting documents are enclosed?……………..…………...

**5. STATEMENT**

I understand and agree that:

* + - I have read the complaints procedure relating to complaints made against CIfA
		- Any part of my submission may be discussed with any individual named within it.
		- CIfA will attempt to maintain the confidentiality of complaints at all times and expects the complainant to do the same. A breach in confidentiality may result in the complaint being dismissed by CIfA

Signed……………………………………………….. Date…………………………….

**Please return the competed form and supporting information to admin@archaeologists.net**