



Chartered Professionals in Human Resources Professional Conduct Complaint Form

The Discipline Committee is charged with the duty to receive complaints from Members or the public. The Committee is responsible for the adjudication, investigation, and, when necessary, the subsequent discipline of any Member found to be in violation of the CPHR Alberta Code of Ethics and Standards of Professional Conduct.

Complainant Information

Who is making this complaint?

Salutation: Mr. / Ms. / Mrs. (Circle One)

Full Name: _____
Last *First*

Address: _____
Street Address *Suite/Unit #*

_____ *City* *Province* *Postal Code*

Home Phone: _____ Work Phone: _____

Cell Phone: _____

Email: _____

May we contact your work? YES / NO Are you a member of CPHR Alberta? YES / NO

Respondent Information

Who is this complaint about?

Full Name: _____
Last *First*

Organization name (if applicable): _____

Work Address: _____
Street Address *Suite/Unit #*

_____ *City* *Province* *Postal Code*

Phone: _____

Email: _____

Additional Information

What is your relationship to the CPHR Alberta member that is the subject of your complaint? (e.g., supervisor, leader, colleague, contractor, employer, client, etc.)

Are you aware of any formal investigations or regulatory disciplinary proceedings, whether currently in progress or soon to commence, regarding the conduct of the Respondent either because of the present complaint or a complaint made by someone else?

No: _____ Yes: _____

(If yes, please provide additional details, including status and/or outcome, if known):

Are you aware of any legal proceedings, whether currently in progress or soon to commence, regarding the conduct of the Respondent either because of the present complaint or a complaint made by someone else?

No: _____ Yes: _____

(If yes, please provide details, including name of the Court or tribunal, status and/or outcome, if known):



Details of Your Complaint

Tell us about your complaint. Please outline a timeline and history of events, including the date, time and location on which specific events occurred. Indicate which section(s) of the Code of Ethics and Standards of Professional Conduct the CPHR Alberta Member has contravened. If you need more space, please attach a separate word document.

Note: *This information will be provided to the Respondent.*

Section of the Code of Ethics & Standards of Professional Conduct the complaint/incident pertains to:

Date and Time of Incident: _____

Description of Incident



Chartered Professionals in Human Resources Professional Conduct Complaint Form

Please list the documents you are including to substantiate your complaint. Do not submit original documents unless requested. If your complaint pertains to the contravention of more than one section of the Code of Ethics and Standards of Professional Conduct, please clearly label the supporting documentation as to which allegation it supports.

Note: Copies will be provided to the Respondent. Do NOT send originals. If originals are needed, they will be requested at a later date by the Chair of the Discipline Committee.

Please list the name(s) and contact information of any witnesses or any person who may be able to provide further information about the complaint:

What is the remedy you are seeking for your complaint? **Please Note:** CPHR Alberta does not have regulatory authority to provide financial remedy to the Complainant; therefore, the Discipline Committee cannot award any damages. In addition, the Discipline Committee cannot dictate any action to any employer. At most, CPHR Alberta can revoke the Member's CPHR designation and terminate his or her membership.

Acknowledgement, consent and signature

I have read and I understand the following:

- I have read the [Instructions for to Filing a Professional Conduct Complaint](#);
- I understand that CPHR Alberta will share some or all the information and documents it receives from me and other parties with the Respondent;
- I agree that CPHR Alberta may share and provide copies of information and documents that it receives from me with the Respondent;
- I understand that the CPHR Alberta may not be able to process my complaint without supporting documents. I have attached copies of documents that relate to my complaint.

Note: CPHR Alberta cannot accept anonymous complaints.

Signature of Complainant

Date Signed

If you have any questions about how to file your complaint or about Discipline Committee procedures, please call the Office of the Registrar at 403-541-8706 or by email at registrar@cphrab.ca.