

## **Instructions for Filing a Complaint Under the Code of Ethics and Standards of Professional Conduct**

All complaints pertaining to member conduct that constitutes unskilled practice of the profession or unprofessional conduct under the Code of Ethics and Standards of Professional Conduct must be submitted to the CPHR Alberta Discipline Committee. To allow the Respondent to reasonably understand and respond to allegations, a Complainant must submit a detailed written statement of the acts or omissions that are the subject of the complaint, including time, date, persons involved, any witnesses to the incident or incidents, and the nature of the complaint. The complaint should also include any supporting documentation, and should refer to which aspect of the [Code of Ethics and Standards of Professional Conduct](#) the complaint pertains.

To be considered for adjudication, the complaint must be received within six months of the alleged violation, or six months from the date on which the Complainant knew or reasonably ought to have known of the alleged violation. If the complaint is filed more than six months from the date of the alleged violation, the Complainant must explain why the Discipline Committee should extend the time limit. If the explanation is that the violation is a continuing offence, the Complainant should state this and the basis for that position. The Chair of the Discipline Committee will decide whether to dismiss the complaint as untimely, refer the issue of timelines to the Panel, or rule that the complaint is timely.

Upon receipt of the complaint, CPHR Alberta will forward the documentation to the Chair of the Discipline Committee. The Chair may request further information, including clarification of any errors or omissions in the complaint itself. The complaint will not be reviewed until the Chair is satisfied that all pertinent information has been received.

The Discipline Committee will review the complaint, hear the parties and render a decision on the complaint. The Complainant may, within 30 days following receipt of the decision, submit an appeal to the Appeals Committee. Decisions of the Appeals Committee are final and binding.

### **Submit your complaint to:**

CPHR Alberta Discipline Committee  
c/o The Registrar  
Chartered Professionals in Human Resources – Alberta  
990, 105 – 12 Ave SE  
Calgary, AB T2G 1A1

[registrar@cphrab.ca](mailto:registrar@cphrab.ca)