RANZ Professional Standards: Complaint Form

Please complete and return this form by email to [secretary@researchassociation.org.nz](mailto:secretary@ranz.org.nz)

Your contact details:

*Enter your first name*

*Enter your last name*

*Enter the company you work for*

*Enter your postal address*

*Enter the email we should use for communications*

*Enter your phone number*

Name of member complaint is about

*Enter the member’s company (required)*

*Enter the member’s full name (if known)*

*Enter names of other members involved in the events leading to your complaint (if applicable)*

Complaint information

Please describe your complaint, giving information about dates and actions and persons involved. Be clear, descriptive and provide all relevant information.

*Describe your complaint*

Which article(s) of the RANZ Code of Practice do you think have been breached?

*List the articles*

In order for the RANZ Professional Conduct Officer and the Professional Standards Group to evaluate your complaint, they must receive all relevant documentation supporting your claim. Please specify which type(s) of evidence/ supporting documentation you are enclosing:

Contracts

Emails/ letters between you/ your company and the member you are complaining about

Other *(please specify)*

**By submitting this to the secretary, I authorise RANZ to disclose a copy of this form, any evidence submitted verbally or in writing, and any future communications related to this complaint to the RANZ member complained about and to any person(s) nominated by the Professional Conduct Officer to take part in the evaluation of my complaint.**