



## FCANZ COMPLAINT FORM MEMBER CODE OF CONDUCT BREACH

This form is to be used to lodge a formal complaint regarding an FCANZ member's alleged breach of the [Member Code of Ethics & Conduct](#). The information below allows the FCANZ Disciplinary Committee to investigate the complaint as per the process outlined on the final page.

DETAILS OF APPLICANT				
Title:	Mr	Mrs	Miss	Ms
Name:				
Company Name:				
Address:				
Phone Number:				
Email address:				

DETAILS OF THE MEMBER IN QUESTION				
Title:	Mr	Mrs	Miss	Ms
Name:				
Company Name:				
Address:				
Phone Number:				
Email address:				



**WHICH PART/S OF THE CODE DO YOU FEEL HAVE BEEN BREACHED?**

Empty response area for the question: WHICH PART/S OF THE CODE DO YOU FEEL HAVE BEEN BREACHED?

**PLEASE DETAIL THE ACTIONS THAT BREACH THE MEMBER CODE OF CONDUCT**

Empty response area for the question: PLEASE DETAIL THE ACTIONS THAT BREACH THE MEMBER CODE OF CONDUCT

**PLEASE OUTLINE THE REASONABLE RESOLUTION YOU WOULD LIKE TO SEE**

Empty response area for the question: PLEASE OUTLINE THE REASONABLE RESOLUTION YOU WOULD LIKE TO SEE



## DECLARATION

I declare that all the information I have supplied is true and correct.

I also agree to all documentation relating to this complaint being released to all parties involved if required.

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_



## PROCESS: Member Code of Conduct Complaints

Before lodging any complaint, parties should meet at least once to try and explain their concerns and to endeavour to mutually resolve the matter. If this is unsuccessful, then the process below should be followed.

Complaints are to be made to the Association in writing by email, on the relevant form. Complaints must include:

- The details of the FCANZ member to be investigated
- The part or parts of the Code that are believed to have been breached
- Details of the alleged breach
- A proposed resolution

If any complaint is laid against a Fencing Contractors Association NZ Board member, then that Board member shall have no further input into the process.

The Member concerned shall be notified by email that a complaint has been laid.

- The member shall be given the opportunity to explain the situation and provide a written counter-argument. This must be received within 7 days of the member being notified of the complaint.
- Should the member wish to rectify at this point, they shall have 10 working days from notification to complete rectification.

The Board (or a nominated Disciplinary Committee) will meet to discuss the evidence and make a decision about next steps based on their findings.

Both parties will be notified of the outcome within 28 days of the complaint being laid.