

## **Reporting a TDInc. Complaint**

Any member may proceed with charges against another TDInc. member including Officers, Board members, and Tester/Observers for reasons including but not limited to:

- Alleged misconduct
- Improper or unsafe handling and/or dog behavior
- Violations of TDInc. Rules and Regulations (Governing Member Guidelines, Code of Ethics or Policies), TDInc. By-Laws or T/O Guidelines

All formal reports or complaints should be submitted in writing within one month of the event. All reports are taken seriously and will result in a formal investigation. Action taken by the Grievance and Ethics (G&E) Committee could range from no fault found to issuing a warning, probation, suspension or even termination of TDInc. membership.

After receiving the information, the chair will contact the parties involved to inform them that a formal complaint has been filed, to give the reasons for the complaint and to advise them that an investigation will begin. Membership privileges may be suspended until resolution of the complaint. If the committee finds the complaint is unwarranted, the chair will inform the complainant with the reasons that the issue will not be pursued. If the committee finds the complaint warranted, the chair will contact the parties involved informing them that the committee has reached a final decision. All information collected by the committee will remain confidential. The complainant will be informed when the committee has reached its final decision, but each final decision will remain between the committee and the individual named in the complaint.

**Be aware that TDInc. will not pursue any complaint involving personality clashes or local group issues.**

**TDInc. Complaint Form**

Name and TDInc. member# (if applicable)

\_\_\_\_\_

Are you a T/O? Yes\_\_\_\_\_ No\_\_\_\_\_ T/O#\_\_\_\_\_

Phone number where the committee may reach you:\_\_\_\_\_

Your email address (if available): \_\_\_\_\_

Are you reporting a new complaint or are you providing supporting information for an existing investigation? New complaint  Existing investigation

TDInc. member(s) involved in the complaint:

\_\_\_\_\_  
\_\_\_\_\_

Where did the situation leading to this complaint take place? If it took place in a facility, do you have the contact information for the facility (person to contact and phone number, if possible)? \_\_\_\_\_

\_\_\_\_\_

Brief description of the situation or concern (please attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and contact information (if available) for any other eyewitnesses to this complaint.

\_\_\_\_\_

Have you tried to resolve this situation yourself? If so, how?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(For Office Use Only) Date forwarded to committee:

Attachments (please list):