

**EMPIRE ALPACA ASSOCIATION
ETHICS COMMITTEE COMPLAINT FORM**



Members of the Empire Alpaca Association (EAA) agree to abide by the current Code of Ethics as a condition of membership, and are required to sign agreement to this Code. The Ethics Committee Chairperson will receive complaints of violations of this Code when presented on the form below. This allows the Committee to verify the exact nature of the complaint, previous steps taken to resolve same, and contact information for all parties involved, as well as to track progress. If you believe a member of the EAA is or has acted in direct violation of the association's current Code of Ethics, please complete

the following and return the form to: **Sue Zelazny 5245 Salt Works Road, Middleport, NY 14105**. The Chair will determine if the report is to be sent to the Ethics Committee (EC) for review and will notify the complainant promptly. If this complaint proceeds to the EC, a liaison will be appointed to handle communications while the issue is in Committee.

Complaint reported by (Name):

Complaint reported about:

Farm:	Farm:
Street Address:	Street Address:
City/State/Zip:	City/State/Zip:
Telephone: () -	Telephone: () -
Fax: () -	Fax: () -
Email:	Email:
EAA Member?	EAA Member?

Code of Ethics Section(s) believed to be in violation:

Description of specific event resulting in alleged violation, including dates and locations as appropriate. Please also attach any supporting evidence you feel makes your point more clear (May attach a separate sheet):

Description of previous attempts to resolve the issue(s) above including names, dates, and locations as appropriate, and outcome:

I, the undersigned, do hereby verify that the above information is true to the best of my knowledge and I formally request review of the issue(s) presented by the Chair of the Empire Alpaca Association Ethics Committee. I understand that members of the Ethics Committee (EC) may contact me for further information. I understand that the person(s) I have named above will also be contacted by the EC and given the opportunity to provide information in regards to this report. I further understand that specifics regarding this report will be kept confidential by the EC members and the members of the EAA Board of Directors.

Name (Please print) _____

Signature: _____

Date: _____