

fmi*igf Partner Code of Conduct Reporting and Investigation Request

The Partner Code of Conduct is critical to how the Financial Management Institute (fmi*igf) works, and therefore all allegations of partner misconduct will be investigated and brought to appropriate resolution.

The information provided in reporting a case of misconduct is essential to the process, specifically to ensure fmi*igf has accurate information in order to initiate an investigation or resolve a complaint. fmi*igf will also accept a written submission that addresses the elements listed in this form. Please refer to the “Reporting, Investigation and Resolution Process” for more information.

fmi*igf appreciates your submission and commits to confidentiality of involved parties until such time as it may be necessary to disclose the issue, in which case each of the involved parties will be informed.

Anyone reporting an issue is expected to so in good faith; believes the complaint to be substantially true, and does not seek personal or financial gain. Any deliberately false allegations will be taken as a serious offence.

Please provide all information requested and return to fmi*igf via Email at President@fmi.ca with subject: Re: Partner Code of Conduct - PRIVATE & CONFIDENTIAL

Complainant Information (the party making the complaint)	Partner Information (Individual or Company engaged in the behaviour)
Name:	Company Name where applicable:
Company Name (if applicable):	Individual Name where applicable:
Address:	City/ Province/ Postal Code:
Phone Number:	Phone Number where available:
Email Address:	Email Address where available:
Role relative to fmi*igf:	

Summary of Alleged Misconduct

Please describe the facts to the alleged violation (s) of the fmi*igf Partner Code of Conduct. Include the specific section(s) of the Code that is/are allegedly violated.

Where and when did the alleged misconduct take place?

What steps, if any, have you taken to address the alleged misconduct?

Please provide names and contact information (if possible) for any witnesses to the incident.

Evidence or Other Documentation Supporting the Allegations

Please list any documentation or correspondence that supports the allegation (e.g. copies of email exchanges).

Certification: By checking the boxes below:

I certify that I have read and fully understand The Financial Management Institute (fmi*igf) Partner Code of Conduct and agree to abide by their terms in submission and processing of this Complaint, including full cooperation as the Complainant, throughout the investigative process and maintaining the confidentiality of the process and all information arising in the process.

I hereby attest that the information provided herein is accurate and true, and correct to the best of my knowledge. I authorize the release of all information relating to this Complaint to fmi*igf.

I authorize fmi*igf or its representatives to communicate with me regarding this Complaint or the Process using the contact information I have provided or any additional contact information I provide to fmi*igf during the investigation or resolution process.

I authorize fmi*igf to collect, process, store and otherwise use the report and information submitted as deemed appropriate to resolving the complaint.

fmi*igf may disclose information concerning this complaint as required by law, to protect and secure the integrity of the process, and may share with law enforcement to enforce rights or as otherwise required by applicable law.

I hereby release fmi*igf and its representatives from any claims related to this/these complaint(s) and this process.

Signature

NAME

Date