



## COMPLAINT OF ALLEGED VIOLATION OF THE AET CODE OF ETHICS

**Please submit all information to:**

AET  
Attn: Nancy Short  
7044 S. 13<sup>th</sup> Street  
Oak Creek, WI 53154

**Or Email to:**

executivedirector@aetonline.org

**MUST include in subject line:** ACTION: AET Code of Ethics Violation

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**Date of Complaint** \_\_\_\_\_

**Complainant:** (Individual filing the complaint)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Best way to contact you:  Home Phone  Cell Phone  Email

Other \_\_\_\_\_

**Respondent:** (Individual against whom the complaint is directed)

Name: \_\_\_\_\_

Address (if known): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (if known): \_\_\_\_\_

E-mail (if known): \_\_\_\_\_

**Documentation of Complaint:** Please briefly describe your complaint and include copies of all materials that support your complaint. If more information is required, we will contact you. Facts and evidence may include, but are not limited to:

- Date(s) and location(s) of incident;
- Your relationship to the subject of the complaint;
- Actions, practices, and/or behavior you think were in violation of the AET Code of Ethics;
- Descriptions and dates of any actions taken to rectify the situation;
- Descriptions and dates of any communications with the subject of the complaint regarding your concerns and any responses received;
- Copies of all other materials that support the allegations.

**Signature of Complainant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Questions about filing complaints:** Questions regarding filing ethics complaints may be directed to Nancy Short, AET Executive Director at:

Nancy Short

414-908-4949 x 136

executivedirector@aetonline.org

When emailing **MUST** include in subject line: ACTION: AET Code of Ethics Violation

Nancy Short will forward your questions to the Chairperson of the AET Ethics Committee.

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