

PROJECT MANAGEMENT INSTITUTE

ETHICS COMPLAINT FORM

CONFIDENTIAL

**PROJECT MANAGEMENT INSTITUTE
CONFIDENTIAL
MEMBER ETHICS COMPLAINT**

Instructions to Individuals Completing This Form

A. This form is supplied by the Project Management Institute, Inc. (“PMI”) to individuals, groups, or organizations (“Complainants”) who want to submit an ethics complaint regarding the conduct of a PMI member or of an individual who is not a PMI member but who: (1) holds a PMI certification, (2) applies to commence a PMI certification process, or (3) serves PMI in a volunteer capacity.

B. To start the ethics complaint process, each Complainant must complete this form and send the form to:

PMI Ethics Review Committee
Project Management Institute, Inc.
14 Campus Boulevard
Newtown Square, PA 19073, USA

C. Pursuant to the PMI Ethics Case Procedures, the Complainant(s) and those against whom the charges are filed shall treat this form and all information submitted to the Ethics Review Committee (“ERC”) as confidential.

D. **This form may be completed on PMI’s website and submitted to the ERC through the website**, or downloaded and printed out and submitted to the above address. If the Complainant submits the form online, the Complainant(s) must submit all relevant documentation by postal mail to the above address. Confirmation of the receipt of this complaint will be sent by PMI staff to the Complainant(s). No complaint shall be considered complete until the ERC receives all required documentation, which includes: (1) the completed Complaint form, (2) all applicable supplemental information requested on the Complaint form, and (3) all documentation and other information requested in writing by the ERC. Incomplete complaints will not be reviewed by the ERC. In addition, anonymous complaints and/or trivial complaints are not permitted and will not be reviewed by the ERC.

E. Complainants must review the PMI Code of Ethics and Professional Conduct before and during the preparation of an Ethics complaint in order to understand the organization’s procedures and ethical standards. The above documents may be found on the PMI website.

F. PMI has in place a grievance procedure for PMI members to report problems and concerns with the actions of PMI staff and volunteer leaders in their PMI roles. Any such concerns shall not be raised through this Ethics Complaint process but may be raised through the PMI Grievance process, which is designed to be used in resolving concerns about organizational or policy matters which involve PMI, as a corporate body, or any PMI program, product or service. More details on the PMI Grievance process may be found on the PMI website.

G. Complainants shall be responsible for all costs associated with the filing of a complaint and all personal costs related to their involvement in the Ethics Complaint process.

PMI Confidential Ethics Complaint

- 1. Please print in ink or type the following information. If there are more than one Complainant or Respondent, attach additional pages to provide the same information as to all individuals.**

A. Complainant(s) Information

Name (Your Name): _____

Address: _____

Phone number: (Day) _____ (Evening) _____

E-mail address: _____

B. Information regarding individual against whom the complaint is filed (the “Respondent”)

Name: _____

Address: _____

Phone number: _____

E-mail: _____

Nature of the Alleged Ethics Violation

2. Provide a statement of what you consider to be the essential facts involved in the alleged ethics violation:

Note: This should be a summary of the most important facts which the Complainant believes support the issuance of a formal ethics complaint by PMI. This factual statement must include a clear explanation of the alleged unethical conduct of the Respondent. The submission of this complaint is subject to review by the ERC to determine, in its sole discretion, whether an ethics charge should be pursued. The statement need not include all of the information that the Complainant is prepared to present; however, the Complainant must explain the facts in sufficient detail to permit the Respondent to answer the complaint allegations in the event that the ERC accepts this complaint. (If the space below is not sufficient, additional pages may be used and attached.)

Each fact should be numbered or otherwise identified, so that it can easily be related to a specific provision of the PMI Code of Ethics and Professional Conduct.

3. State the applicable provisions of the PMI Code of Ethics and Professional Conduct:

Note: The Complainant must list all provisions of the PMI Code of Ethics and Professional Conduct that the Complainant believes have been violated. Relevant portions shall be referred to by appropriate section numbers and quoted in full (*e.g.*, Provision 2.3.1 — “We inform ourselves and uphold the policies, rules, regulations and laws that govern our work, professional and volunteer activities.”) The PMI Code of Ethics and Professional Conduct includes both aspirational and mandatory standards; the ERC will only consider alleged violations of the mandatory standards.

List each specific provision of the PMI Code of Ethics and Professional Conduct (including the applicable number) which you believe to have been violated by Respondent and specifically identify under each such provision the fact or facts that tend to show that a violation has occurred.

- 4. To the best of your knowledge, are there any other ethics complaints, regulatory complaints, or court actions that have been filed by you or anyone else that relate to the same or similar allegations contained in this Complaint form? If so, identify such complaints or other actions below.**

Note: The Complainant should list any actions taken or contemplated that are directed at the same or related complaints. For example, the Complainant should identify any matters filed with state licensure or regulatory boards, courts or other judicial forums, professional organizations, and employers that relate to the issues raised in this complaint. Such actions should be listed regardless of who the individual filing the matter is. You are under a continuing obligation to advise the ERC of any additional complaints which may be filed subsequent to the time that you submit this complaint or which were previously filed but that you did not have knowledge of at the time this complaint was submitted.

- 5. List all persons you believe have knowledge of the matters you have asserted in this complaint and a brief description of what each person's knowledge is regarding the alleged violation.**

Note: Please provide each individual's full name, address, telephone number, and other contact information (*e.g.*, e-mail address, to the extent known).

PMI Confidential Ethics Complaint

- 6. List all documents which you believe to be relevant to the matters asserted in this complaint.**

Note: All documents must be listed by type (*e.g.*, letter, e-mail, memo, certificate, etc.), date, and the name of the individual or organization that prepared it. All documents listed in this section must be submitted to the ERC along with this complaint at the same time that this complaint is submitted. If the complaint is being submitted electronically, then all documents must be mailed promptly after the submission of the complaint in electronic form to the address listed above.

- 7. List all steps you have attempted to resolve the issue with the Respondent prior to the submission of this Complaint form.**

PMI Confidential Ethics Complaint

8. Statement and certification.

By submitting this ethics complaint, I charge the Respondent identified herein with a violation(s) of the PMI Code of Ethics and Professional Conduct. I have read the PMI Ethics Case Procedures and I agree to abide by the conditions and terms of these rules. I understand that I am required to and PMI shall make reasonable efforts to keep the information that has been and will be submitted concerning this ethics proceeding confidential, as set forth in the Ethics Case Procedures and subject to its applicable exceptions. I also understand that the Respondent may receive a complete, non-redacted copy of this document, as well as other information that is submitted with regard to the ethics proceeding. Further, I understand that some or all of the information submitted with regard to the ethics proceeding may be disclosed (in either redacted or non-redacted form) to PMI's members and others following a final determination by the ERC and/or the Ethics Appeals Committee.

I further certify that the factual allegations made in this PMI Ethics Complaint are true and accurate to the best of my knowledge and that these ethics charges are made in good faith.

Signature of Complainant: _____

Printed Name: _____

Date: _____