



Please complete and forward to the BAFA Complaints and Disciplinary Committee at the email address provided in the guidance below

Complainants must ensure that complaints are made honestly and fairly. Making untrue and malicious allegations about someone may lead to disciplinary action in line with the BAFA Code of Conduct and the BAFA Disciplinary and Complaint Procedure

Complaint Form

Guidance for completing the Complaint Form

- The BAFA Code of Conduct and the BAFA Disciplinary and Complaint Procedure are the guiding principles for the Complaints procedure including types of misconduct, confidentiality, Complaint process and Appeals and disciplinary actions. Grievances against the Association fall outside the remit of the Complaints procedure. For those wishing to express their grievances against the Association, Members are referred to the necessary steps outlined in the BAFA Disciplinary and Complaint Procedure.
- The Complaint and Disciplinary Procedure is applicable to Members of the British Association for Forensic Anthropology (BAFA). The Association will investigate complaints regarding non-Members and those made by non-Members if there is a strong public interest to do so e.g. if we believe the discipline of forensic anthropology may have been brought into disrepute. Therefore, please set out in the Complaint how you came to believe the Subject in this complaint is a Member of our Association and/or has a professional association to the discipline of forensic anthropology
- Please specify the nature of the Complaint in the boxes provided for example academic/educational misconduct, harassment in a personal or professional capacity, misrepresentation, Complaints about professional practice or other misconduct outlined in the BAFA Code of Conduct.
- Provide as much detail as possible in the Complaint (including, for example, dates, how you know the subject of the complaint, screenshots, if the incident has been witnessed and by whom etc)
- You may be asked to provide further clarifications. Please ensure that your contact details are accurate and up to date. Inform the BAFA Complaints and Disciplinary Committee of any changes at the earliest convenience.
- Email the form and any additional documentation to: BAFA Complaints and Disciplinary Committee, COMPLAINTS@BAFA.UK. An acknowledgement receipt will be sent to you.
- For any enquiries and questions, please contact the BAFA Complaints and Disciplinary Committee, COMPLAINTS@BAFA.UK.

1. Details of the person making the Complaint (hereafter: 'Complainant')

Full name:		Position:	
Address:			
Email:		Contact no:	
Date of Complaint:		Are you a BAFA member? YES/NO	

2. Details of person against whom the Complaint is made (hereafter: 'Subject')

Full Name:	Position/Title:
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For internal use only: **Complaint Reference:** _____

	Is the Subject a BAFA Member? YES/NO/Unknown
	Is the subject a UK-based Forensic Anthropologist or associated with the profession? YES/NO/Unknown
Contact details of the Subject (if known)	

3. NATURE OF COMPLAINT - Use additional sheet(s) if required

<p style="text-align: center;">Background Describe the actions / events, timeline surrounding this Complaint</p>	
Complaint Describe the exact nature of the complaint being made	

For internal use only: **Complaint Reference:** _____

<p>Resolution</p> <p>How do you believe this complaint could be satisfactorily resolved?</p>	
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4. Additional evidence provided
<p>Please list all the additional evidence to support the Complaint below. Please describe the nature of the evidence you provide (e.g. screenshots) and the number of items. For example: 4 screenshots Facebook, 1 witness statement of (name), etc. If screenshots of social media conversations are provided, please ensure that names and faces of third parties not relevant to the Complaint are anonymised and masked.</p>

This Complaint consists of _____ pages in total

STATEMENT

I hereby declare that the information given in this Complaint is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

I have read and understood the above statement: YES NO

Date:

Signature:

Place: