



## Ethical and Professional Responsibility Violation Complaint Form

Those holding an HR Certification Institute certification are bound by the “HR Certification Institute’s Code of Ethical and Professional Responsibility.” If a certificant is suspected of being in violation of the Code, a formal complaint may be submitted to the HR Certification Institute. Before filing a claim, please read the processes for doing so, which can be found on the HR Certification Institute’s web site at [www.hrci.org/aboutus/ethicscode](http://www.hrci.org/aboutus/ethicscode).

### Contact information of complainant

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Nature of allegation

Name of accused: \_\_\_\_\_

Contact information of accused: \_\_\_\_\_  
(organization)

\_\_\_\_\_  
(phone number)

Claim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relationship of accused to complainant:**

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**I give my permission to be identified as the person submitting this claim.**

- Yes  No

I have read and agree to abide by the policies and procedures set forth in the "HR Certification Institute's Code of Ethical and Professional Responsibility."

I hereby attest that the above information is true.

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(Signature of Complainant)

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(Date)

Please mail this complaint to:

HR Certification Institute  
Attn: Manager, Program Administration  
1800 Duke Street  
Alexandria, VA 22315