Allegation of Ethical Violation

Date:

Name of person reporting the alleged ethical violation:

I wish to remain anonymous:   NO   YES

Note: all allegations will be handled in as confidential a manner as possible, including the name of the person who is reporting the alleged ethical violation.

Name of the person who has allegedly violated the ABSA Code of Conduct:
Note: The ABSA Code of Conduct applies only to active ABSA members, non-ABSA members who maintain ABSA credentials, emeritus members and/or honorary members.
Indicate which of the following tenants of the ABSA Code of Conduct you believe was violated:

☐ Maintain personal integrity and act responsibly to uphold the integrity of the profession.
☐ Actively avoid, or promptly disclose and work to resolve, actual, perceived or potential conflicts of interest.
☐ Provide biological safety services only in areas of competence (by education or experience) and for the purpose of benefiting society.
☐ Apply sound scientific principles in following recognized biological safety guidelines, regulations and standards set forth as best practices by established professional groups or governmental agencies when performing work in biological safety.
☐ Provide information regarding potential risks that may affect people, their communities or the environment, and the precautions needed to avoid or mitigate adverse effects.
☐ Maintain the privacy and confidentiality of protected or proprietary information encountered during the course of professional activities in accordance with legal and ethical obligations, except where such protection conceals illegal actions.
☐ Support the development and establishment of biological safety guidelines and regulations that reflect the best practices of the profession and the protection of health and welfare.

Exact nature of the alleged violation:

When (approximately) did this alleged violation occur?
What is your relationship to the person who committed the alleged violation?

A report of an alleged ethical violation shall be submitted to the ABSA Office. The ABSA Office will then forward it to the ABSA Executive Council, which will convene an Ethics Board to review the allegations. All interactions with the ABSA Executive Council, ABSA Office and ABSA Ethics Board will be designed to maintain confidentiality and will be subject to ABSA's Conflict of Interest Policy for selection of Board Members. If a member of the ABSA Executive Council has a conflict of interest, that person will self-identify and recuse themselves from further involvement with the allegation. The ABSA Ethics Board may choose to dismiss the charge, investigate further, seek additional information, include experts if needed, etc.

The alleged perpetrator will be notified of the charge within 30 days, in writing, and the Ethics Board will be convened within 45 days of the charge. Please initial the following statements:

☐ I confirm that this allegation is made in good faith, and to the best of my knowledge the facts in the allegation are accurate.
☐ If the alleged violation above is dangerous or hazardous to the health of the offending member's coworkers, employees, the public at large, or the environment, I confirm that I have also notified the proper authorities (in writing) as well as the employer or supervisor of the offending member of this alleged violation.
☐ I am aware that ABSA will not be under any obligation whatsoever to conduct any repairs or provide any remedies for any deficient item or matter reported to it by one of its members.

Signature:

Print name:

Date:

Submit form to: Edward Stygar, III, MBA, CAE, Executive Director, ABSA International, 1200 Allanson Road, Mundelein, IL 60060-3808
E-mail: info@absa.org

For Office Use Only:
Confirm that alleged perpetrator is:
☐ Active ABSA member
☐ Non-ABSA member who maintains ABSA credentials
☐ Emeritus member
☐ Honorary member

Date Executive Committee notified of charge:
Date notification sent to alleged perpetrator via Registered Letter:
Date ABSA Ethics Board Convened: