

# Potential Breach of the Code of Professional Conduct Reporting Form

Prior to completing this form, it is strongly recommended you read the guide carefully.

It is the mandate of the Code of Professional Conduct to assess and respond to all complaints respecting allegations of non-compliance with the Institute's Code of Professional Conduct.

## Information about you (the Complainant)

First Name \_\_\_\_\_ Salutation: Mr. Ms. Mrs. Dr.

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

Work Phone \_\_\_\_\_

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

May we contact you at work? Yes \_\_\_\_\_ No \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Are you a member of the National Payroll Institute? Yes \_\_\_\_\_ No \_\_\_\_\_

## Information about the National Payroll Institute member you are filing a complaint about

First Name \_\_\_\_\_ NPI Number  
(if available) \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Additional information

What is your relationship to the National Payroll Institute member about whom you are making a complaint? (e.g., employer, client, leader, colleague, etc.)

\_\_\_\_\_

Are you aware of any legal proceedings that have commenced or are intended to commence regarding the conduct of the member you are filing a complaint about either by yourself or anyone else?

No \_\_\_\_\_ Yes \_\_\_\_\_ (if yes, please give details re: name of Court or tribunal, status and/or outcome?)

### Your complaint

Please tell us about your complaint. Please include a chronological history of the events including the date, time and location on which specific events occurred. If more space is required, please include the information on a separate word document.

**Note:** This information will be provided to the National Payroll Institute member you are filing a complaint about.

Date and Time	Location	Incident / Event

**\*IMPORTANT NOTE:** You are required to provide evidence to support any allegations of a breach of the National Payroll Institute's Rules of Professional Conduct.

Please list the documents you are sending and provide copies of the documents. If it is alleged that more than one section of the Code of Professional Conduct has been breached then the supporting documentation should be clearly labeled as to which allegation(s) it supports.

**Note:** Copies will be provided to the National Payroll Institute member you are filing a complaint about. Do not send originals. If originals are needed, they will be requested at a later date.

## Your complaint (continued)

Please list the name(s) and contact information of any witness or anyone who may be able to provide further information.

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What remedy are you seeking as a result of your complaint? Note: The National Payroll Institute has no authority to provide a financial remedy to the complainant; therefore the Code of Professional Conduct cannot award any damages. Additionally, the committee cannot dictate whether an individual shall be rehired once they have been terminated by their employer.

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## Acknowledgement, consent and signature

I have read and I understand the following:

- I understand that the National Payroll Institute will share some or all of the information and documents it receives from me and other parties with the certified National Payroll Institute member complained about.
- I agree to the National Payroll Institute sharing and providing copies of information and documents that it receives from me with the National Payroll Institute member complained about.
- I understand that the National Payroll Institute may not be able to process my complaint without supporting documents. I have attached copies of documents that relate to my complaint.

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Date signed

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Signature of Complainant

**Note:** If you are filing this complaint for another person who was the party directly affected by the National Payroll Institute member's conduct, we may need a signed authorization from this other person in order to proceed with the complaint.

If you have any questions about how to file your complaint, please send an email to the Certification Department at: [certification@payroll.ca](mailto:certification@payroll.ca).