

**Grievance Procedure**  
**Revised: November 2017**

Any allegation of ethical misconduct by a member reported to the Ethics Council will be carefully considered in a fair, impartial manner. It is the strong preference of the AAOE Ethics Council to encourage good ethical behavior, not to punish poor behavior.

- A. Complaint shall be filed in writing through the AAOE website (search for “Grievance” to locate the form);
- B. Grievance must be filed within six months of the occurrence;
- C. Grievance will be sent to the President and Chief Executive Officer electronically upon submission and should include specifically what was violated in the code of conduct;
- D. All complaints will be treated confidentially;
- E. The Ethics Council has the obligation to consider all incidents brought to its attention;
- F. Council Chair/President will determine whether the complaint falls within the purview of the Council;
- G. If complaint is shared with Council, name(s) will be redacted until a decision is reached; and
- H. If grievance proceeding is initiated, the Council will:
  - 1. Send specifics of complaint to respondent by certified and electronic mail;
  - 2. Respondent will be given the opportunity to be heard by the council;
  - 3. Council will consider all information and make its written recommendation to the AAOE Board of Directors within 60 days of receipt of the complaint;
  - 4. The decision of the AAOE Board of Directors will be conveyed to the respondent by certified and electronic mail within 60 days of the decision;
  - 5. Respondent will have 30 days to appeal the AAOE Board of Directors decision; and
  - 6. If there is no response, the decision of the Board will be effective at the end of the 30-day period.