



ICMTA GRIEVANCE SUBMISSION FORM V1.1

N.B. ICMTA will only review complaints about current members of ICMTA that are in violation of the **ICMTA Code of Ethics**. Please be sure you have reviewed these carefully before filing your complaint. These documents can also be found at www.icmta.com/ethics or by emailing the ICMTA administrator at info info@icmta.com

Name:

Address:

Phone:

Email:

Name of individual ICMTA Member teacher / Organisational member you are filing complaint against:

Date(s) complaint occurred:

What is your complaint? (If needed attach extra page)

Along with this form please create a single document containing the following information as text or links:

- A detailed history of the efforts you have made to resolve this complaint with the individual or institution involved.
- Copies of any correspondence between you and the person/organization to which you are filing this complaint.
- Any corroborating references to support your complaint.

What ICMTA action would satisfy this complaint for you?

Agreement to mediation:

Please ensure you include all relevant information with this application. We are unable to accept further information during the initial stages of this complaint.

If this complaint requires more investigation than your submitted documents after the initial stage we will either request further information to be submitted by you, or set up a Skype with a mediator/investigator.

Declaration :

I have submitted all the requested documentation and I agree that ICMTA will review my case in totality with what I have supplied. In order to process in a timely manner, no further submissions will be accepted on my behalf, unless specifically requested by ICMTA

Signed:

Date:

Upon Completion please send this form along with supporting documentation (compiled into one document) to

Jo Hardy: ICMTA Ethics Working Group at johardy@freeuk.com

Notes

Complainant = Person lodging the Complaint

Complainees = person who has been complained about