

## Ethical Complaint Form for ICF Professionals

On behalf of the International Coaching Federation (ICF) and its stakeholders, we thank you in advance for your cooperation with our Ethical Conduct Review (ECR) Process. **This form should be used to report possible breaches of the ICF Code of Ethics by an ICF Professional (an ICF Coach Member or ICF Credential-holder).**

### Did you go through the Decision Tree? \*

Yes

No

In order to have a well-informed complaint filing, we highly recommend that you read the ICF Code of Ethics and the Explanation of the Complaint Process. *Please note that the complaint form is only available in English but you may submit the complaint in another language.* If the complaint is accepted into the ECR process, professional interpreters and/or translators will be utilized to ensure your complaint is clearly communicated.

The Independent Review Board (IRB) is an integral part of the International Coaching Federation (ICF) and a cornerstone for the Association's guidelines regarding ethics and values. The IRB's charge is to uphold the standards of the coaching profession as stated in the ICF Code of Ethics.

### Authorization to Investigate

Please complete the following authorization for us to proceed with an investigation of your complaint.

I declare the facts I have stated herein to be true, and the supporting documents submitted to be authentic to the best of my knowledge and belief. I further declare that I am filing this complaint in good faith and upon reasonable belief and that the complaint is not being filed for the purpose of harassment or embarrassment of the parties named.

If after reviewing the International Coaching Federation (ICF) and/or Independent Review Board (IRB) reasonably determine that my complaint is based upon false or misleading information and/or documents, I understand that my complaint will be dismissed with prejudice and that I may be subject to sanctions as reasonably determined by the ICF in consultation with the IRB. If the complaint is deemed incomplete or insufficient in its allegations, the ICF, in its reasonable discretion, may reject the complaint and return it to me for completion or further supplementation.

I hereby authorize the ICF, ICF staff and the members of the IRB to review and communicate the complaint and supporting documentation to the ICF Professional Coach identified in my complaint. I further acknowledge that I have read, acknowledge my understanding of, and agree to be bound by the following:

(1) the ICF, its officers, directors and staff, including the IRB members, cannot guarantee any outcome, and are therefore held harmless of any claim arising out of this complaint or the Ethical Complaint Review (ECR) Process.

(2) the ICF and IRB are not a court of law and cannot impose monetary awards or provide injunctive or other relief, but can provide certain remedies (such as, by way of example, requiring the ICF Professional Coach named in the complaint to take certain trainings) and certain sanctions (such as, by way of example, suspending or terminating an ICF membership or ICF Credential); and

(3) the ICF, the IRB and anyone associated with the ECR Process cannot act as my attorney or advisor.

I acknowledge and agree that a copy of this complaint and all other supporting documents I submit will be disclosed in full to the ICF Professional Coach I have named in the complaint. In the event that the ICF Professional identified by me in the complaint is not a member of the ICF, nor an ICF credentialed coach, I understand that the ICF has no authority to pursue the complaint or an investigation of the same, nor can ICF compel any action or response from the named ICF Professional. In that event, ICF will notify me in writing. Where the ICF Professional I have named in the complaint is subject to the authority of the ICF, the ICF Professional will be provided with an opportunity to review and respond in accordance with established ECR procedures.

I further acknowledge my understanding that this is a confidential peer review process and not a legal proceeding. I agree to at all times while my complaint is pending promptly and in good faith cooperate with the ICF and IRB in its investigation of the complaint. I will be advised of the outcome and any remedies or sanctions, if so, imposed on the ICF Professional who is the subject of my complaint. I further understand and agree that I will not be provided access to the IRB's reports, notes, findings or other written documents relied upon and which were generated in connection with the investigation and IRB deliberation on this matter. **Members of the IRB shall be authorized to review any and all documents, statements, notes or other records submitted by me or by the ICF Professional named in my complaint and/or which are obtained or developed in the course of the investigation and deliberation on this matter.** By filing this complaint against the ICF Professional named, I hereby knowingly and voluntarily waive my right to confidentiality as it relates only to my interactions with the named ICF Professional.

The ICF's ECR process and the contents of this complaint are intended to be and remain confidential in nature. Notwithstanding that presumption of confidentiality, I understand and agree that some facts and information derived from my complaint, the investigation of the same, and the IRB's findings may be disseminated and used by the ICF and IRB for educational and training purposes only. Prior to any such education or training related dissemination and use by either the ICF or IRB, the ICF will undertake reasonable and good faith efforts to protect the identities of the parties and to remove those references that may identify or be used to identify the parties, as well as confidential information contained in the records.

I am aware that if the complaint is accepted by the IRB for review, it must proceed in accordance with the timeline set forth by the investigation team, unless extenuating circumstances prevent this. Circumstances that would allow delay of the process are determined at the discretion of the IRB. Otherwise, the complaint could be dismissed and can be refiled as long as it is still within the one-year time frame required by the IRB.

***Please note: a "no" response to any of the statements below will prohibit you from completing this complaint form.***

**I understand that ICF will not review anonymous complaints. \***

Yes  
No

**I understand that a complaint must be filed with ICF within one (1) year of the date of the conduct complained of. \***

Yes  
No

**I hereby authorize that my digital interview can be recorded. \***

Yes  
No

**I understand that the ICF/IRB will share all evidence that I have shared/will share relating to this complaint, with the ICF Professional named in this complaint. \***

No

I understand that the IRB reserves the right to suspend, at the IRB's reasonable discretion, any action on any properly filed ethical complaint until known pre-existing, pending and related civil or criminal actions have been resolved. Complaints involved in a current legal matter will be accepted for the ECR process by the IRB leadership on a case-by-case basis. \*

Yes

No

I affirm that this complaint is not solely concerning an ICF Professional's Intellectual Property (IP) infringement without proof from a court of law that such a violation has been demonstrated. \*

Yes

No

**Full Name: \***

First Name

Last Name

**Date: \***

Month Day

Year

### Complaint Form

To most effectively serve all involved, and to assist in a just resolution, please provide the information requested on the form below.

Information about the Complainant (individual filing the complaint)

**Full Name: \***

First Name

Last Name

**Title:**

**Address (if applicable):**

Street Address

Street Address Line 2

**Daytime Phone Number: \***

**Email Address: \***

example@example.com

**What is your native language? \***

**Please state any other language(s) you speak fluently, if any.**

**Preferred Method of Contact: \***

Information about the ICF Professional involved in your Complaint

**ICF Professional's Full Name: \***

First Name

Last Name

**Name of ICF Professional's Business (if applicable):**

**Address (if applicable):**

Street Address

Street Address Line 2

City

State / Province

**Daytime Phone Number: \***

**Email Address: \***

example@example.com

**Is the ICF Professional an ICF Member? \***

Yes

No

I don't know

**Is the ICF Professional an ICF Credential-holder? \***

Yes

No

I don't know

**What was the ICF Professional's role when these events occurred? \***

Coach

Trainer

Mentor

Supervisor

Conference Speaker

**If you had a coach-client relationship, was there a written or verbal agreement? If written, you will be given the opportunity to upload your document at the end of this form.**

Yes

No

**If there was not a written agreement, was there a verbal agreement? And, if so, what is your understanding of the agreement, particularly around those areas that pertain to the alleged breach?**

**What financial arrangements did you have with this ICF Professional? \***

Pro bono

Paid by me

Paid by a third party (individual or organization)

**What other agreements or understandings did you have? \***

Please indicate with whom and how, and, and who gave you information about these.

**Start Date:**

Month Day Year

**End Date:**

Month Day Year

Information regarding the specific allegations

In this section, please select up to four primary standards of the ICF Code of Ethics that you consider were breached by the ICF Professional named in this complaint.

You may review all 28 standards of the ICF Code of Ethics: <https://coachingfederation.org/ethics/code-of-ethics>.

If you need help from ICF to understand the ICF Code of Ethics, please contact us at [ethics@coachingfederation.org](mailto:ethics@coachingfederation.org).

**1. Please choose one of standards of the ICF Code of Ethics that was allegedly breached by the ICF Professional named in this complaint: \***

**Please explain how the ICF Professional allegedly breached this standard of the ICF Code of Ethics. \***

0/500

Include any evidence or documents to support your alleged breach of this standard. Please provide a document name (short display name for the document). Browse your computer files for the document(s) you wish to upload. Click on the upload button. Use the additional upload fields for the remainder of your supporting documents.

**2. Please choose one of standards of the ICF Code of Ethics that was allegedly breached by the ICF Professional named in this complaint:**

You may review all 28 standards of the ICF Code of Ethics: <https://coachingfederation.org/ethics/code-of-ethics>. If you need help from ICF to understand the ICF Code of Ethics, please contact us at [ethics@coachingfederation.org](mailto:ethics@coachingfederation.org).

**Please explain how the ICF Professional allegedly breached this standard of the ICF Code of Ethics.**

0/500

Include any evidence or documents to support your alleged breach of this standard. Please provide a document name (short display name for the document). Browse your computer files for the document(s) you wish to upload. Click on the upload button. Use the additional upload fields for the remainder of your supporting documents.

**3. Please choose one of standards of the ICF Code of Ethics that was allegedly breached by the ICF Professional named in this complaint:**

You may review all 28 standards of the ICF Code of Ethics: <https://coachingfederation.org/ethics/code-of-ethics>. If you need help from ICF to understand the ICF Code of Ethics, please contact us at [ethics@coachingfederation.org](mailto:ethics@coachingfederation.org).

**Please explain how the ICF Professional allegedly breached this standard of the ICF Code of Ethics.**

0/500

Include any evidence or documents to support your alleged breach of this standard. Please provide a document name (short display name for the document). Browse your computer files for the document(s) you wish to upload. Click on the upload button. Use the additional upload fields for the remainder of your supporting documents.

**4. Please choose one of standards of the ICF Code of Ethics that was allegedly breached by the ICF Professional named in this complaint:**

You may review all 28 standards of the ICF Code of Ethics: <https://coachingfederation.org/ethics/code-of-ethics>. If you need help from ICF to understand the ICF Code of Ethics, please contact us at [ethics@coachingfederation.org](mailto:ethics@coachingfederation.org).

**Please explain how the ICF Professional allegedly breached this standard of the ICF Code of Ethics.**

0/500

Include any evidence or documents to support your alleged breach of this standard. Please provide a document name (short display name for the document). Browse your computer files for the document(s) you wish to upload. Click on the upload button. Use the additional upload fields for the remainder of your supporting documents.

**When and where did these events take place? \***

0/500

Action taken to resolve the disagreement

**What resolution alternatives have you and the ICF Professional discussed to date? If none, please explain. \***



0/500

**State below any other actions you have taken to resolve this complaint and the outcomes: \***

0/500

**By submitting this complaint, what are the expected outcomes from this process? \***

0/500

Signature

You agree that everything you have included is accurate and true to the best of your knowledge.

**Date Signed: \***

Month Day Year