

INVESTIGATION OF COMPLAINTS AGAINST ROYAL SOCIETY OF CHEMISTRY MEMBERS AND AWARD WINNERS

COMPLAINTS PRO-FORMA

INVESTIGATION OF COMPLAINTS AGAINST ROYAL SOCIETY OF CHEMISTRY MEMBERS

This document provides guidance to members or non-members wishing to bring a complaint against a member of the Royal Society of Chemistry.

The following is a guide to the format that should whenever possible be used for providing information. The information should be presented on a single typed page.

1. Allegation submitted by:

Please give full name and contact details and Royal Society of Chemistry membership number where appropriate

2. Member about whom the allegation is made:

Please give the full name

3. Statement of the allegation

Please provide a concise statement of not more than 100 words

4. Reference(s) to RSC Code of Conduct

Please give brief reference to the part(s) of the RSC Code of Conduct that is/are alleged to have been infringed

5. Reference(s) to RSC By-laws

Please indicate the relevant By-law(s) that is/are alleged to have been infringed (see Regulation 7) 7.1(a) 7.1(b) 7.1(c) 7.1(d) 7.1(e) 7.1(f)

6. Evidence in support of the allegation

Please provide a list of documents supporting the allegation(s). The documents should be attached to the statement of allegation

7. The formal complaint must be signed and dated

The Disciplinary Regulations, giving the relevant By-law, and the Code of Conduct and Guidance on Professional Practice can be found online [here](#).

1. RSC Investigating Panels can only deal with voluntarily supplied documentary evidence
2. An RSC investigation cannot take the place of an industrial tribunal or other legal process
3. The Royal Society of Chemistry is not a statutory authority to whom the 'whistle' can be 'blown'
4. An RSC investigation is rarely a suitable way of dealing with breakdown in relationships in the workplace

5. If no formal complaint or other response is received from the Complainant within 3 months the date of this pro forma being posted, the matter will be deemed to be an unsubstantiated allegation and the case will be closed.

Please send the completed form to ipdp@rsc.org

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