



CONFIDENTIAL

NOTIFICATION OF BREACH OF CODE OF PROFESSIONAL
CONDUCT

No (office use only):





CONFIDENTIAL

Instructions to individuals completing this form

1. In order to start the process of notifying a possible breach of ITI's code of professional conduct ("the Code"), this form must be completed, signed and sent to the Chair of the Professional Conduct Committee ("PCC Chair")

Postal address: Suite 141

Milton Keynes Business Centre
Foxhunter Drive
Linford Wood
Milton Keynes
MK14 6GD

Email: pscchair@iti.org.uk

2. Pursuant to ITI's professional conduct code, the person notifying a breach ("the Notifier") and the member alleged to have breached the Code shall treat this form and all information submitted to the professional conduct committee as confidential.
3. This form may be printed out and submitted to the above address or a scanned signed copy may be sent by email. If the Notifier submits it by email, the Notifier must submit all relevant supporting documentation by post to the above address.
4. Confirmation of the receipt of this complaint will be sent to the Notifier. No notification shall be considered complete until the PCC Chair receives all required documentation, which includes (1) this completed form, (2) all applicable supplemental information requested on the complaint form and (3) all documentation and other information requested in writing by the PCC Chair. Incomplete complaints will not be reviewed by the PCC Chair. In addition, anonymous notifications and/or trivial notifications will be dismissed by the PCC Chair.
5. Notifiers must review the [ITI code of professional conduct](#) and the [ITI procedure for breach of the professional code of conduct](#) before and during the preparation of this form in order to understand the organisation's procedures and standards.



In all cases, please tick the relevant boxes.

Part 1

Your personal details

Mr Mrs Ms Miss Other (please give details)

Your surname:

Your first name:

Your address and postcode:

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Your daytime phone number:

Your evening phone number:

Your mobile phone number:

Your email address:

Part 2

Contacting you

How would you like us to contact you?

Phone Letter Email

Part 3

Details of the member you are notifying us about

Name of the member:

Name of firm/organisation:

Address and postcode of firm/organisation:

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Firm's phone number:

Part 4

Details of the alleged breach

Please describe your concerns as clearly as possible in chronological order, making reference to the relevant clauses of the ITI Code of Professional Conduct.

You will need to attach copies of relevant documents to support your allegations, but you should not need to send us large amounts of paperwork or any original documents at this stage. We will let you know if we need more information. We may send a copy of this form to the member for their comments.

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Part 5

Details of witness evidence

Please provide details (names and contact details) for any witnesses who can support your evidence and/or provide further evidence of the incidents detailed above:

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Part 6

Details of any civil or criminal legal proceedings

Please confirm whether any civil or criminal legal proceedings have been issued in relation to this matter and, if so, what stage these proceedings have reached:

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Part 7

Your Agreement

I would like the Institute of Translating and Interpreting to consider my complaint. I understand that a copy of this complete and unedited form, together with any correspondence and documentation submitted by me, will be sent to the member for their comments.

I have read the ITI's code of professional conduct and ITI's procedure for breach of the professional conduct code and I agree to abide by the conditions and terms of these codes. I understand that I am required to, and ITI shall make reasonable efforts to, keep the information that has been and will be submitted concerning this matter confidential as set out in the ITI procedure for breach of the professional conduct code. Further, I understand that some or all of the information submitted with regard to this matter may be disclosed (in either edited or unedited form) to ITI's members following a final determination by the Disciplinary Panel and/or the Appeal Panel.

I further certify that the factual allegations made in this form are true and accurate to the best of my knowledge and that these notifications are made in good faith.

Your signature:..... **Dated:**/...../.....

We recommend that you take a copy of this form before you send it to us.

