

## Code of Conduct Committee Process for Received Complaints

The Code of Conduct Committee will be responsible for processing received complaints of violations of the CPDD Code of Conduct. There are two ways to report misconduct through the Code of Conduct Committee at any time:

1. By contacting Parthenon Management Group (PMG) representative: Sarah Timm ([stimm@parthenonmgmt.com](mailto:stimm@parthenonmgmt.com), 615-324-2374); Jesse Howard ([jhoward@parthenonmgmt.com](mailto:jhoward@parthenonmgmt.com))
2. By entering the complaint on the web page on the CPDD website <https://cpdd.org/meetings/current-meeting/cpdd-misconduct-harassment-reporting-form/>.

**Documenting Code of Conduct Violation Reports:** All Code of Conduct violation reports are compiled and documented by PMG. The website moderator at PMG will receive incoming complaints and will notify Sarah Timm and Jesse Howard upon receipt of any complaint. The PMG representative will document the code violation report in a confidential centralized database. This confidential database is maintained, accessed, and updated by PMG with all complaints received by PMG in any form (verbal, written, online) during or after the meeting. The purpose of record keeping is to be able to query the database if there are repeat incidents. PMG staff with a need-to-know status may review data and may consider complaints when assessing eligibility for awards or membership, depending on severity. Records are kept indefinitely by PMG.

**Informing the Code of Conduct Committee of Reports:** The PMG representative (Jesse Howard) will forward each code violation report to the Code of Conduct Committee immediately for review. The Committee will acknowledge receipt of the complaint within 24 hours of being made aware of the complaint.

**Follow-Up & Investigation:** CPDD's Code of Conduct Committee will process received complaints and take appropriate action. During a meeting or event that responsibility may be delegated to a CPDD official or other representative. The timeframe of the actual investigation may vary depending on the severity of the incident and other factors and will be completed as soon as possible.

In most situations, the PMG representative will first contact the individual filing the report to discuss the complaint details, unless the report is anonymous. The PMG representative may also contact the alleged offender, if needed. The findings will be summarized in writing and shared with the Code of Conduct Committee. Findings will then be reported to the CPDD Executive Office and the Executive Committee.

Upon receipt of an anonymous complaint:

1. The Code of Conduct Committee will review the complaint.
2. The Code of Conduct committee chair will then consult with the CPDD President to determine next steps.

Upon receipt of a complaint that is NOT anonymous:

1. The individual who took the complaint will provide a summary of the complaint to the Code of Conduct Committee Chair. All names of individuals are redacted to ensure no conflict of interest.
2. PMG will query the central database and inform the committee if this is a repeat offense. Any complaint will take into consideration prior complaints.
3. The Code of Conduct Committee Chair will review the report with the CPDD President to determine if a formal external (3<sup>rd</sup> party) investigation is needed.
4. Legal counsel may be used to assist the committee with decisions and to assist with the investigation.
5. If a formal external investigation is deemed necessary, the report along with contact information of those involved, including witnesses, will be sent to the external investigator.
6. If no external investigation is deemed needed, the Code of Conduct Committee will review the complaint and make a recommendation on how to proceed.
7. If a formal investigation occurs, the final report will be sent to the Code of Conduct Committee for review and recommendation on how to proceed. At this point, names of individuals involved will be disclosed.
8. Members of the Executive Committee (EC) or Conduct Committee who have a conflict of interest regarding the complaint will be asked to identify their conflict so they may recuse themselves.
9. The formal report or complaint with the recommendation from the Code of Conduct Committee will be sent to the CPDD President, who will distribute it to the EC. An in-person meeting (at the annual meeting) or teleconference will be held to discuss appropriate action.
10. Actions may include removing an individual from a meeting or event without warning, prohibiting an individual from attending future CPDD meetings, and/or rescinding CPDD membership.
11. Throughout this process, the Code of Conduct Committee Chair or their designee shall keep the alleged victim or complainant informed of progress in the investigation.