



THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

CPDD Code of Conduct Committee Process for Received Complaints

The Code of Conduct Committee will be responsible for processing received complaints. There are several ways to reach the Code of Conduct Committee:

By contacting:

1. A Parthenon Management Group (PMG) representative if the complaint occurs during the annual meeting: Sarah Timm (stimm@parthenonmgmt.com, 615-324-2374); or Lindsay Snyder (lsnyder@parthenonmgmt.com, 615-324-2368).
2. The Code of Conduct Committee Chair, Dr. Leslie Lundahl: 313-378-6732, llundahl@med.wayne.edu
3. By entering the complaint the web page on the CPDD website <https://cpdd.org/meetings/current-meeting/cpdd-misconduct-harassment-reporting-form/>. The website moderator at PMG will receive incoming complaints. They will notify Sarah Timm and Lindsay Snyder who will notify the Code of Conduct Committee. The Committee will strive to respond to the complaint within 24 hours of being made aware of the complaint.

If a report is made by someone who is willing to be contacted, Parthenon Management Group (PMG) or the chair of the Code of Conduct Committee will follow up with that person. If a report is made by an individual who wishes to remain anonymous, PMG will forward the report to the Code of Conduct Committee for review.

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. The Code of Conduct Committee Chair will review the report with the CPDD President to determine if a formal external (3rd party) investigation is needed.
3. Legal counsel may be used to assist the committee with decisions and to assist with the investigation.
4. 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.
5. If no external investigation is deemed needed, the Code of Conduct Committee will review the complaint and make a recommendation on how to proceed.
6. 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.
7. 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.
8. 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.

June 9, 2020

9. 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.
10. 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.