



ADM-FORM-05: Grievance Submission Form – January 29, 2017

The following information is required to file a grievance. When complete, please send to the INCOSE Secretary, e-mail: secretary@incose.org
(Note: if grievance involves the Secretary, send this form to any other member of the Grievance Committee or Board of Directors.)

<i>Names of all individuals submitting the grievance:</i>
<i>Names of all individuals in the defending party:</i>
<i>Description of all alleged acts of commission or omission and their dates:</i>
<i>Section numbers of the INCOSE bylaws, policies, Code of Ethics, or procedures that were allegedly violated and details on how they were allegedly violated:</i>
<i>Whether or how the defending party violated INCOSE bylaws, policies, Code of Ethics, or procedures:</i>
<i>Actions taken thus far to resolve or address the grievance, if any:</i>
<i>Specific remedy requested, if any:</i>

By signing the below and submitting this form, the undersigned hereby agrees that he or she has read and agrees to be bound by the Grievance Policy ADM-109. Accordingly, all discussion regarding the grievance shall be kept confidential by all parties involved and confined to those assisting in its investigation and resolution.

Signed: _____

Dated: _____

SUPERSEDES: Procedure titled “Filing a Grievance”

APPROVED BY: INCOSE Board of Directors, Torrance, Los Angeles, USA - January 29, 2017

MAINTAINED BY: Secretary