

ACTO Formal Complaint Form

On behalf of ACTO and its members, we thank you in advance for your cooperation.

This form should be used to report a coaching violation. Before completing this form, we highly recommend you read the ACTO Ethical code of conduct ([ECR](#))

To most effectively serve all those involved, and to assist in a just resolution, please provide the information requested on the form below

Your Name: _____ Date: _____

Email: _____ Phone Number: _____

Status: Employee Student/Customer/Client
 Faculty Other (Specify) _____

Preferred Pronoun: _____

Complaint Information:

Have you read our ACTO Ethical Code of Conduct ([ECR](#)) Yes No

Complaint against an Individual Coach: Yes No

Complaint against a Coaching School: Yes No

Both a complaint against an Individual Coach and a Coaching School:
 Yes No

Name of Individual Coach and/or Coaching School: _____

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Did Others Witness the Incident: Yes No

Is this the first time you have raised this concern? Yes No

Please describe the incident in detail:

If applicable, please explain what you have already done to attempt to resolve this concern

Do you have any additional information or complaints? If so, please explain.

Signature: _____

Print Name: _____