



PEI 55+ Games Society Code of Conduct Complaint Procedure

INSTRUCTIONS: To file a formal complaint, please fill out this form completely and submit it to the Executive Director. If you need help completing the form, or want to discuss the issue before completing the complaint form, please contact either our Executive Director or Society President for a meeting:

Contact information:

Executive Director, 902-368-6570 or 1-800-247-6712

Society President, Kim Knight-Picketts, 902-303-4270

Please know that the information you submit will be held in confidence until you meet with the Executive Director or Society President to discuss the process that will be followed to investigate and resolve the situation.

PART I: Person(s) Submitting the Complaint

Name: _____

Address: _____

Contact Number: _____

4. If you wish to have another person attend the meeting please provide the following information:

Name: _____

Address: _____

Contact Number: _____

Part II: The Complaint

5. Please describe the circumstances causing your complaint (give specific factual details, times, location, and name all individuals involved or who witnessed the situation).

6. What was the date of the circumstances causing the complaint _____

7. Explain how you have been harmed by this circumstance. _____

8. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts.

Date: _____ With whom did you communicate? _____

Describe your conversation _____

9. (OPTIONAL) Please describe the outcome or remedy you seek for this complaint.

Signature of Person Submitting this report: _____

Signature of PEI 55+ Games Society representative: _____

Date Filed: _____