

NCSG Ethics Violation Report Form

(Please Print)

NOTICE OF DUE PROCESS: *A copy of this form and any supporting documentation you submit will be provided to the respondent to allow for an adequate opportunity to respond to all accusations.*

Complainant's Name _____

Address _____

City, State, Zip Code _____

Telephone _____

Chimney Sweep's Name _____

Company Name _____

Address _____

City, State, Zip Code _____

Telephone _____

I, _____ bring this formal complaint against
(Print Your Name)

_____, a member of the National Chimney
(Print the Company's name)

Sweep Guild. I believe that the company has acted in violation of the NCSG's Code of Ethics by not adhering to the following (*please refer to page 3 of this form to view the NCSG Code of Ethics*):

List what specific actions took place that represent the listed ethics violations(s).

List all documents and evidence to substantiate the listed ethical violation(s). Please attach copies of any relevant documents to this form. If applicable, list names address and telephone numbers of all persons directly involved, i.e., homeowner, building inspectors, other chimney professionals, code officials, fire marshal, contractor, etc. and copies of their findings if possible.

Please provide any additional information below that you feel may assist in the committee's investigation.

To the best of my knowledge, the information provided above is true and correct. I have been advised and understand the following:

1. That it is my responsibility to provide the NCSG with relevant facts pertaining to my complaint.
2. That the NCSG's Ethics Committee's only area of authority pertains to the NCSG "Code of Ethics." The committee cannot affect or otherwise influence pricing issues.
3. That the respondent will have 30 days from receipt of the complaint to respond, in writing, to the Ethics Committee.
4. That either party may be asked to provide further information to the Ethics Committee.
5. That both parties will receive a copy of the final decision when the Ethics Committee has made a decision.
6. **For chimney sweeps filing complaints:** There is a \$100.00 filing fee. If the respondent is ultimately found to have violated the NCSG "Code of Ethics," the \$100.00 filing fee will be returned.
7. That either party may appeal the decision to the NCSG Board of Directors. There is a non-refundable \$50.00 filing fee should either party choose to appeal to the NCSG Board of Directors.

Signature of Complainant (signature required to process complaint)

Date

In addition, per the Notice of Due Process stated on page 1 of this form, I understand the respondent will receive a copy of the attached NCSG Ethics Violation Report Form along with any other material that I submit to the NCSG Ethics Committee.

Signature of Complainant (signature required to process complaint)

Please send all information via Certified mail to:
NCSG Ethics Committee Chairperson
1255 SW Prairie Trail Parkway | Ankeny, IA 50023



NCSG CODE OF ETHICS

I fully acknowledge that membership in the National Chimney Sweep Guild carries with it certain responsibilities and obligations which may hold me to a higher standard of performance and professional behavior than applicable laws, rules or regulations. In this regard, I pledge:

1. To represent myself and my company in a professional manner by providing services, education and skills that are in compliance with all codes and regulations applicable to the chimney service industry that are in effect in my service area.
2. To continually update my knowledge, skills and techniques as new information evolves within the industry.
3. To render my services and represent my company in an honest and fair manner and to refrain from engaging in unfair or deceptive practices or making any unfair or deceptive statements, including but not limited to use of the NCSG logo.
4. To conduct myself in a decent, respectful, and professional manner when serving in my capacity as a chimney sweep, or when attending a function or event of an organization in the chimney or hearth products industry.
5. To comply with the proper usage of the NCSG Trademark as defined in the NCSG Trademark Use Guidelines document.

I agree to conform to NCSG's Code of Ethics during the term of my membership. By agreeing to this Code of Ethics, I understand that it is my responsibility to remain abreast of any changes to the Code of Ethics, that my actions and those of my company and employees may be reviewed by a committee of my peers, and that failure to abide by these ethical obligations is a violation of NCSG policy and, in accordance with NCSG's Ethics Violation Procedure originally adopted October 21, 1989, and subsequently amended, may result in disciplinary action as determined by NCSG or its delegated committee. I agree to hold harmless NCSG and its committees from any and all liability resulting from any disciplinary action taken against me. I represent and warrant that I am authorized to sign this application, and the information contained herein is true, accurate, and complete.

Rev. 05/03/2011