

# CODE OF CONDUCT AND POLICY ENFORCEMENT PROCEDURES

March 2024

## Preamble

Pediatric Research in Sports Medicine Inc., a Wisconsin nonstock corporation (“PRiSM”) exists to foster and stimulate interdisciplinary professional education, research, and interest in pediatric and adolescent sports medicine and, in this regard, to promote and participate in high quality research and the advancement of understanding in the field of pediatric and adolescent sports medicine. The PRiSM Code of Conduct and Policy Enforcement Procedures (together, the “Code”) applies to PRiSM members; directors; officers; committee and working group chairpersons and members; event or program participants and presenters; PRiSM award winners, representatives, employees and management company employees (“Covered Persons”) and is enforceable solely by PRiSM. The primary purpose is to support and protect PRiSM’s mission, which can be advanced only if PRiSM has integrity in the scientific and medical communities and with the general public, and is viewed as a reputable, credible, objective, and unbiased force whose statements, activities, and relationships are beyond reproach.

To that end, PRiSM requires and encourages professionalism and ethical conduct, and therefore affirms the Code and its enforcement procedures.

Covered Persons are required to adopt and comply with all provisions of the Code as a condition of membership, acceptance of a position or duty, or acceptance of an award, as the case may be. Covered Persons, by virtue of so doing, thus agree, as a condition thereof, that the enforcement actions described herein, including the suspension or termination of membership, may be taken against them for failure to comply with the Code as determined in the sole discretion of the PRiSM Board of Directors.

Although PRiSM is not a licensing, certifying, accrediting, or policing body, it does determine who is eligible for membership in its professional association and participation in its various events and programs. Membership in PRiSM; appointment as a director, officer, committee or working group chair or member; participation in an event; or the granting of an award, are each a privilege and not a right, and they require ethical practices and adherence to the Code. PRiSM shall, therefore, receive and investigate Complaints against Covered Persons for alleged violations of the Code and PRiSM’s Articles of Incorporation, Bylaws, regulations, or any of its other procedures, or policies (“Applicable Requirements”), and PRiSM may also initiate its own invocation of the Code in any given instance (in which event such invocation shall, for purposes of the Code, be considered a Complaint). Covered Persons are required, as a condition of membership, acceptance of a position or duty, participation in an event, or acceptance of an award, as the case may be, to not only comply with Applicable Requirements, but also to fully cooperate with any such investigation under the Code and any enforcement proceeding in connection therewith.

## Code of Conduct

Violations of Applicable Requirements may lead to actions by PRiSM as detailed in the Enforcement Procedures set forth below.

### A. Rules

#### a. Compliance with Applicable Requirements.

- i. Covered Persons shall at all times comply with the Code, as well as all other stated rules, policies, and other requirements of PRiSM, including, without limitation, all provisions of its Articles of Incorporation, Bylaws, regulations, procedures, and policies, all of which are subject to the Code as if fully set forth herein. Covered Persons shall also

comply with applicable requirements under federal and state laws and regulations relating to such Covered Person's status as a physician, athletic trainer, physical therapist, nurse, researcher, and/or other allied health professional or licensed individual, and applicable rules and requirements of the governmental, administrative, regulatory, self-regulatory, employer-based, and other bodies to which the Covered Person is subject ("a governing body"), including, without limitation, the following bodies:

1. Health care entities and their governing bodies and committees which conduct professional review activities;
2. Boards of medical examiners and comparable bodies with responsibility for licensing and/or regulating healthcare professionals;
3. Employer-based or other self-regulatory organizations and professional societies governing the professional activities of Covered Persons; and/or
4. Government bodies or agencies administering or enforcing applicable federal or state laws and regulations.

ii. Discipline by Governing Bodies.

Any of the following actions by a governing body:

1. Censure or reprimand;
2. Suspension or involuntary termination of a license, permit, approval, authorization, degree, membership, funding status, employment and/or appointment;
3. Suspension, probation, or revocation of duties or privileges;
4. Any type of prosecution, fine, proceeding, suit, or other enforcement action.

b. Commercial and Other Relationships Affecting Objectivity.

A Covered Person's actions for or on behalf of PRiSM should not be affected by an economic interest in, commitment to, or benefit from commercial enterprises, or otherwise by any other family or other relationship or interest that could affect such member's actions and, in connection therewith, reasonably cause such member to take into consideration interests other than those of PRiSM.

c. Relationship with the Press and Public

No Covered Person shall, when dealing with the press or otherwise in making a public statement, use the imprimatur of PRiSM in a manner which would give rise to the impression that the Covered Person is an official spokesperson of PRiSM or that PRiSM has endorsed any product, service, person, or idea. No Covered Person may use PRiSM name or logo in any manner without the prior written consent of PRiSM.

## B. Disclosure of Interests

PRiSM requires disclosure of certain information from individuals including leaders, presenters of programs or events sponsored by PRiSM and offering continuing education credits, participants of certain councils or committees, and authors of manuscripts submitted for any PRiSM publication. Underlying the Code is the principle that, in many cases, disclosure of all relevant relationships and interests will of itself suffice to protect the integrity of PRiSM and its interests. In such cases, once such interests are fully disclosed to PRiSM and other relevant parties, they will generally be able to evaluate and adjust for any possible influence of the disclosed interests. A reasonable test for determining whether disclosure is necessary in a particular instance is whether the relationship, interest, or circumstance in question, if made known to a member, director, or officer of PRiSM or to the general public, would be likely to cause embarrassment for PRiSM and/or the individual involved or give rise to a question about the motivation, purpose, or interest underlying any action taken or not taken for or on behalf of PRiSM.

### a. Conduct at Meetings

At the beginning of each meeting of the PRiSM Board of Directors, the PRiSM President (or designee who is leading the meeting) will review the requirements of the Board of Directors [Conflict of Interests Disclosure Form] and an opportunity to declare new disclosures is provided. In the event that at any time a meeting participant abstains from discussing or voting on a particular matter on account of a disclosed relationship, interest, or circumstance described herein, such notice of his or her abstention shall be placed in the official record or minutes of the proceedings.

### b. Authority and Action Beyond Disclosure

Some conflict situations may require action beyond mere disclosure. In such cases, the PRiSM President or PRiSM Board of Directors shall have the authority to determine whether a particular affiliation requires a member to abstain from voting on or participating in a PRiSM action or whether, in addition, additional action is required, including, without limitation, resignation from a PRiSM office or other position, or divestiture of the interest which gives rise to the conflict.

## Enforcement Procedures

### A. Introduction

A Covered Person may be subject to action under the Code if such Covered Person's conduct violates an Applicable Requirement. Such conduct may include, without limitation, the following:

- a. Conduct that is in violation of a provision of the Code or PRiSM's Articles of Incorporation, Bylaws, regulations, or any of its other procedures, or policies;
- b. Conviction of any crime relating to or arising out of the practice of medicine or research or otherwise arising out of such Covered Person's professional conduct, affiliations, or employment, including, without limitation, acts involving moral turpitude or illegal or unethical conduct;
- c. Limitation or termination of any right associated with the practice of medicine or research or otherwise pertaining to such Covered Person's professional or employment-based conduct, including the imposition of any requirement for surveillance, supervision, or review, by reason of

violation of a medical practice act, statute, or governmental regulation, or disciplinary action by any medical licensing authority;

- d. [Unlawful financial dealings related to the practice of medicine or research or otherwise to such Covered Person's professional or employment-based conduct, including but not limited to, fee splitting or the payment or acceptance of kickbacks];
- e. The use of false or deliberately misleading advertisements, testimonials, or other instruments of misinformation related to the practice of medicine or research;
- f. Other conduct prejudicial to the best interests or reputation of PRiSM;
- g. Representation of membership in PRiSM as certification to engage in any professional activity or function;
- h. Evidence of misrepresentation of information on the PRiSM membership application form; and
- i. Unauthorized use of PRiSM's name, trademarks, or other property.

## B. Definitions

- a. **Complaint:** a written charge submitted by a Complainant, alleging that a Covered Person engaged in conduct that violates the Code, including, without limitation, Section A thereof of this Enforcement Procedures section.
- b. **Complainant:** the person who brings a Complaint against a Covered Person hereunder. The Complainant does not have to be a Covered Person.
- c. **Ethics Review Board:** A committee of three (3) members of PRiSM, two of whom shall be the Immediate Past President and the past President immediately preceding the Immediate Past President, and the third of whom shall be a members appointed by the President with the approval of the Board of Directors at PRiSM's annual meeting (who shall serve for a one-year term, renewable), to be chaired by the Immediate Past President. Among other duties, the Ethics Review Board receives and evaluates Complaints hereunder and, as appropriate, investigates, conducts hearings, and makes determinations with respect to same as provided hereunder. Up to two (2) additional members may be appointed ad hoc to the committee by the President, based on the nature of the complaint. The Ethics Review Board may also initiate its own investigation in any instance without presence of a Complaint.
- d. **Appeals Panel:** A committee of three (3) individuals, appointed and constituted each time an appeal is requested, constituted each time an appeal is requested, and consisting of three (3) former Presidents of the PRiSM Board of Directors who are current PRiSM members (other than those who were serving on the Ethics Review Board having made the decision which is the subject of such appeal), or, to the extent that any such individual is not available to serve in such capacity for any reason, such other past officers who are currently members of PRiSM as may be designated by the PRiSM Board of Directors, charged with evaluating a formal appeal request and making a determination as to same as provided in Section G, below. Members of the Appeals Panel will be selected taking into account availability and/or exclusion of individuals with a conflict of interest.
- e. **Respondent:** An individual identified in a Complaint against whom such Complaint has been submitted.

### C. Submitting a Complaint

To submit a Complaint, the Complainant should use the PRiSM Complaint Form found at Exhibit A attached hereto (which form may be amended, supplemented, or substituted by the Ethics Review Board with the approval of the Board of Directors or by the Board of Directors on its own initiative). PRiSM may be unable to take action against a Covered Person in the case of an anonymous complaint. PRiSM cannot guarantee confidentiality to a Complainant, as due process requires a right to defend oneself against one's accuser(s).

NOTE: The Complaint Process provides no legal or equitable relief to a Complainant and is strictly limited to a review of a compliance with the Applicable Requirement and related enforcement actions described in Section F, below. Any claims for damages, injunctive relief, or other legal or equitable relief should be pursued with the appropriate legal authority. Any claims about a person's licensing, certification, or accreditation should be filed with the applicable licensing, certifying, or accrediting authorities.

### D. Procedure for Complaint Investigation and Hearing

- a. The Ethics Review Board shall receive and be responsible for the administration of all Complaints, which must be in writing and signed by the Complainant. The Ethics Review Board shall initially review each Complaint to ascertain whether it (1) contains insufficient information upon which to base an investigation and/or corresponding determination; (2) would be better suited for consideration by another body, which has jurisdiction over such matter; or (3) is patently frivolous or inconsequential. In the event of the Ethics Review Board ascertains that the Complaint falls within any of the above three standards, the Complaint shall be dismissed by written notice from the Ethics Review Board to the Complainant.
- b. If the Ethics Review Board ascertains that the Complaint is not within any of the three standards described in sub. a., above, the Ethics Review Board shall then undertake to investigate the facts and/or circumstances to whatever extent it deems necessary or appropriate in order to evaluate the information provided by the Complainant and the allegation(s) of the Complaint. The Respondent shall be notified in writing at the commencement of such investigation of the following: (i) the allegation(s); (ii) those provisions of the Applicable Requirement allegedly violated; (iii) the possible sanctions under the Code in the event of determination of a violation; and (iv) the opportunity to, not later than thirty (30) days after the PRiSM's receipt of the Complaint, request a hearing on the Complaint before the Ethics Review Board. An investigation may consist of such actions as the Ethics Review Board in its discretion shall determine are necessary or appropriate in order to determine the veracity of the allegation(s) in the Complaint and may, include, among other things, one or more interviews with the Respondent, the Complainant, and any witnesses or others relevant or potentially relevant to the allegations in the Complaint.
- c. If the Respondent requests a hearing, the Ethics Review Board shall cause such hearing to occur not later than forty-five (45) days after the date of such request and the Respondent shall be given at least thirty (30) days prior written notice of the date, time, and location (if applicable) of the hearing. The Ethics Review Board shall, in its sole discretion, determine whether such hearing shall be conducted by written statements, telephone or other electronic means or in-person, and the Ethics Review Board may, in its sole discretion, establish such procedures and rules as it may determine to be necessary or appropriate for the conduct of such hearing, including those pertaining to privacy, if any, in which event the Ethics Review Board shall notify

the Respondent of same together with the above-described hearing notice, as necessary or appropriate.

1. The Chair of the Ethics Review Board shall serve as the Hearing Officer to preside at any such hearing and assure that the procedures set forth herein are followed.
2. The Hearing Officer may issue appropriate rulings and determinations in the course of the hearing and may be assisted by legal counsel.
3. The Hearing Officer or a person designated thereby shall present the allegations set forth in the Complaint, including documentary evidence and the testimony of witnesses.
4. The Respondent may be assisted at the hearing, at the Respondent's sole cost and expense, by legal counsel or other representative selected by the Respondent.
5. The Respondent or his or her legal counsel or other representative may present documentary evidence and the testimony of witnesses in the Respondent's defense.
6. Witnesses shall be available in person or by telephone for questioning by the Respondent or legal counsel or other representative and by the Hearing Officer and the other members of the Ethics Review Board and their legal counsel.
7. Any information may be considered which is relevant or potentially relevant.
8. The Respondent may submit a written statement at the close of the hearing.
9. A transcript or audio recording of the hearing shall be made, which transcript may, in the discretion of the Ethics Review Board as circumstances warrant, be made available to the complainant and/or respondent.
10. The hearing shall be closed to all except the Hearing Officer and the other members of the Ethics Review Board, the Respondent, their respective witnesses (when testifying and at other times as determined by the Hearing Officer) and counsel or, in the case of the Respondent, other representative, PRiSM staff and official recorder.

#### E. Recommendation/Determination Procedure

- a. Upon completion of the investigation and hearing (if one is conducted) with respect to the Complaint, the Ethics Review Board shall, not later than fifteen (15) days thereafter, deliver to the PRiSM Board of Directors its recommended determination with respect to the Complaint, and, as applicable, sanctions to be imposed pursuant to Section F, below, with respect to the Complaint. Such recommendation shall be in writing and shall include a statement setting forth the basis for, and the rationale supporting, such recommendation.
- b. The PRiSM Board of Directors shall, by a two-thirds (2/3) vote, at its next meeting but in any event not later than sixty (60) days after its receipt of the recommendation from the Ethics Review Board, make a determination with respect to the Complaint by accepting, rejecting, or

modifying such recommendation based solely on the record provided by the Ethics Review Board.

- i. If such determination is that there is no violation of the Code, the Complaint shall be considered dismissed, and the Ethics Review Board shall cause notice of same to be delivered to the Complainant and the Respondent. The Ethics Review Board may recommend to the PRiSM Board of Directors, or the PRiSM Board of Directors may determine on its own initiative, that the fact of the dismissal of the Complaint (and, in appropriate cases, the reasons for the dismissal) either be maintained as confidential or disclosed in the PRiSM Newsletter, website, and/or otherwise publicized, and the nature, extent, and manner of such disclosure and other publicity.
- ii. If such determination is that there has been a violation of the Code, the PRiSM Board of Directors shall deliver written notice of such determination and any corresponding sanction(s) to the Respondent and the Complainant. The Ethics Review Board may recommend to the PRiSM Board of Directors, or the PRiSM Board of Directors may determine on its own initiative, that the determination and any sanction(s) be either maintained as confidential or disclosed in the PRiSM Newsletter, website, and/or otherwise publicized, and, if the latter, the nature, extent, and manner of such disclosure and other publicity after the appeal procedure under Section G.d. has been exhausted or the time period for same has expired.

#### F. Sanctions

- a. Any of the following sanctions may be recommended by the Ethics Review Board and/or imposed upon the Respondent if the PRiSM Board of Directors makes a determination with respect to a Complaint that the Respondent has violated the Code; provided, however, that the sanction applied must reasonably relate to the nature and severity of the violation:
  - i. Reprimand of the Respondent;
  - ii. Rescission of any or all awards previously received by the Respondent from PRiSM, including, without limitation, awards granted by PRiSM; provided, however, that, if any such award included a monetary prize, PRiSM shall not require that such monetary prize be returned to PRiSM by the Respondent;
  - iii. Ban of the Respondent from certain or all future PRiSM activities and/or events, for a specified period or in perpetuity, as an attendee, presenter, sponsor, exhibitor, and/or other participant;
  - iv. Suspension or nonrenewal of membership or any membership category of the Respondent from PRiSM for a specified period, up to five (5) years, including participation in councils, committees, research interest groups, or other leadership or involvement roles within of PRiSM. Respondents who are suspended are deprived of all benefits and incidents of membership during the period of suspension.
  - v. Termination of membership of any membership category of the Respondent (which may be designated as permanent). Respondents who are terminated are deprived of all benefits and incidents of membership. Respondents whose membership is terminated may not reapply for membership in any class unless except upon approval of the PRiSM Board of Directors.

- b. If a determination resulting in a sanction which has not been reversed on appeal pursuant to Section G.d., below, after the appeal procedure thereunder has been exhausted or the time period for same has expired, PRiSM Board of Directors may, if it determines that circumstances warrant, authorize the Ethics Review Board to communicate the determination and transfer a summary or the entire record of the proceeding on the Complaint to any Governing Body with jurisdiction over the regulation of the conduct or activities of the Respondent or otherwise in a proceeding or inquiry that relates to the subject matter of the Complaint or that otherwise involves the Respondent.

## G. Appeal

- a. A Respondent may, within thirty (30) days of receipt of notice of a determination described in Section E.b., above, submit to the Ethics Review Board a written request for an appeal of such determination, but not any sanction imposed thereby. In such event, the Appeals Panel shall conduct and complete the appeal process not later than ninety (90) days after receipt of the request for an appeal. The appeal shall be limited to a review of the original Complaint, the investigation, the Ethics Review Board's recommended determination with respect to the Complaint, and the determination of the PRiSM Board of Directors, but not any sanction imposed thereby.
- b. The Respondent, the Ethics Review Board, and PRiSM Board of Directors may submit a written statement to the Appeals Panel for its consideration in connection with the appeal; provided however, that any such statements must be received by the Appeals Panel not later than such date as may be determined by the Appeals Panel therefor and communicated to the Respondent by the Ethics Review Board.
- c. The appeal shall be limited to a review of the Ethics Review Board and PRiSM Board of Director's application of the Applicable Requirement to the facts established in the investigation of the Complaint and, as applicable, to confirm material compliance with the procedures set forth in these Enforcement Procedures. An appeal may not take into consideration any matters not included as part of the Ethics Review Board's record with respect to the Complaint and the PRiSM Board of Directors' determination; and, in this regard, the appeal procedure shall consist only of a review by the Appeals Panel of such records and any written statements submitted by the Respondent, the Ethics Review Board, and PRiSM Board of Directors.
- d. The Appeals Panel shall, not later than the end of the ninety (90) day period described in Section G.a., above, either sustain or reverse the determination of PRiSM Board of Directors with respect to the Complaint by means of a written decision transmitted to the Respondent and PRiSM Board of Directors. Such decision shall not address any sanction(s) imposed by PRiSM Board of Directors in its determination. The decision of the Appeals Panel may include a statement of the basis and/or rationale for such decision. Such decision shall be binding upon PRiSM Board of Directors, the Respondent, the Ethics Review Board, and all other persons.

## H. Resignation

- a. If the Respondent resigns from PRiSM at any time during the pendency of a Complaint or appeal under the Code, the Respondent may not reapply for membership in any class at any time, except upon approval of the Board of Directors, and the Complaint shall be dismissed without any further action by the Ethics Review Board, PRiSM Board of Directors, or the Appeals Panel; as applicable and the record thereof shall be considered confidential, except that:



- i. PRiSM Board of Directors may authorize the Ethics Review Board to communicate to PRiSM members and others in written or verbal form of the fact and date of resignation, the name and address of the Respondent, and the fact that a Complaint or appeal was pending at the time of the resignation. Such communications shall not disclose the nature of the Complaint unless the PRiSM Board of Directors determines that circumstances warrant such disclosure.
- ii. PRiSM Board of Directors may authorize the Ethics Review Board to communicate the fact and date of resignation, the fact that the Complaint was pending at the time of such resignation and the nature of such Complaint to any governing body with jurisdiction over the regulation of the conduct or activities of the Respondent or otherwise in a proceeding or inquiry relating to the subject matter of the Complaint or that otherwise involves the Respondent.
- iii. Notwithstanding anything expressly or apparently to the contrary contained in this Code of Ethics, PRiSM shall report such information, to such agency or agencies, and in such form and manner and frequency as may from time to time be prescribed by the Health Care Quality Improvement Act of 1986 and by regulations promulgated thereunder, all as from time to time amended, as a condition to the continued availability to PRiSM of the protection from liability for damages afforded by such Act.

l. Procedure for Inquiries and Advisory Opinions under the Code.

- a. Any PRiSM member in any category may request the issuance by the Board of Directors of an advisory opinion interpreting any provision of this Code (an "inquiry"). Upon preliminary review of a submission, the Ethics Review Board may conclude, in its discretion, that such submission:
  - i. contains insufficient information upon which to base an investigation;
  - ii. would be better suited for consideration by another body (i.e., a health care entity or governing body or committee thereof, a governmental or quasi-governmental administrative body, a board of medical examiners or comparable body, a local institutional review board, or another self-regulatory organization) which conducts peer review activities and has jurisdiction over such matter; or
  - iii. is patently frivolous or inconsequential.

In the event of any such conclusion by the Ethics Review Board, the submission shall be disposed of by notice from the Ethics Review Board to the submitter.

b. Proceedings on Inquiries.

- i. In the course of an investigation involving an inquiry, the Ethics Review Board may (but shall not be obligated to) conduct a hearing (which may be public or private at the Ethics Review Board's discretion) to receive the views of those who are interested in, or may be affected by, the issuance by the Board of Directors of any advisory opinion interpreting any provision of this Code of Ethics.
  1. Thirty (30) days' prior written notice of the hearing shall be given to PRiSM members of all categories and to others who, in the opinion of the Ethics Review Board, may be interested in, or affected by, issuance of such advisory opinion.

2. The notice may include a tentative proposed advisory opinion.
  3. The Chair of the Ethics Review Board shall serve as the Hearing Officer to preside at the hearing and assure that these procedures set forth herein are followed.
  4. The Hearing Officer may issue an appropriate ruling in the course of the hearing and may be assisted by legal counsel.
  5. The Hearing Officer shall present at the hearing the issues raised by the inquiry, the results of the investigation up to the time of the hearing, and any tentative proposed Ethics Review Board recommendation to the Board of Directors for an advisory opinion. Information shall, if available, be offered through witnesses, who may be assisted by legal counsel and shall be subject to questioning by the Ethics Review Board.
  6. Any information may be considered which is relevant or potentially relevant.
  7. A transcript or audio recording and an official record of such hearing shall be made.
  8. Such official record of such hearing shall become part of the investigation of the inquiry.
  9. Upon completion of an investigation involving an inquiry, the Ethics Review Board may develop an advisory opinion which shall be submitted to the Board of Directors for approval.
  10. The Board of Directors may issue an advisory opinion interpreting the subject of the inquiry:
    - A. upon the recommendation of the Ethics Review Board arising from an inquiry and following an investigation; or
    - B. upon the recommendation of the Ethics Review Board arising from its own initiative.
  11. A representative of the Ethics Review Board shall present to the Board of Directors, for its review, the recommendations of the Review Board and its record of the investigation.
- c. Once issued by the Board of Directors, the advisory opinion shall be promulgated by publication to PRiSM members.

**CODE OF CONDUCT COMPLAINT FORM**

Refer to Pediatric Research in Sports Medicine (“PRiSM”) Code of Conduct and Enforcement Procedures (the “Code”) for any questions. Return this form to PRiSM Executive Director at info@prismsports.org or 555 E. Wells St., Suite 1100, Milwaukee WI 53202.

**Alleged Offender Name:** \_\_\_\_\_

**Alleged Offender Address and/or Institution (if known):** \_\_\_\_\_

**Alleged Offense:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please specify the alleged violation and identify the specific Applicable Requirement (as that term is defined in the Code) item that is alleged to have been violated. Attach any relevant or supporting documentation and attach a separate statement of the alleged offense if needed.

**Date of Alleged Offense** (Note if ongoing): \_\_\_\_\_

**Complainant Name:** \_\_\_\_\_

**Complainant Address:** \_\_\_\_\_  
\_\_\_\_\_

**Complainant Phone:** \_\_\_\_\_

**Complainant Email:** \_\_\_\_\_

**Please specify your category of PRiSM membership:** \_\_\_\_\_

**Please sign and date this document.** (PRiSM may be unable to consider an anonymous complaint, and PRiSM cannot guarantee confidentiality. If the Complainant believes that an anonymous complaint is necessary, Complainant should contact the PRiSM Executive Directors (see above for more information).

I affirm that, to the best of my knowledge, the information above is true, accurate, and complete.

**Signature of Complainant:** \_\_\_\_\_

**Date:** \_\_\_\_\_