



**CSIA Ethics Violation Report Form**

Complainant's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Please provide as much information as possible:**

Chimney Sweep's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

I, \_\_\_\_\_ bring this formal complaint before \_\_\_\_\_,  
(print your name) (chimney sweep's name)

I believe that he/she has acted in violation of the CSIA's Code of Ethics by not adhering to the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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.

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

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**Provide all documents and evidence to substantiate the listed ethical violation(s).**

To the best of my ability, this information is true and correct.

**I have been advised and understand the following:**

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

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Signature of Complainant

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Date

Please send all information via Certified mail to:  
CSIA Ethics Committee Chairperson  
2155 Commercial Drive  
Plainfield, IN 46168