

## **PUAN Complaint Form**

### **Submitting a Harassment or PUAN Code of Conduct Violation Complaint**

Background: A PUAN member or partner, who has been subject to harassment *via* digital platform(s) managed by PUAN, USEFP, or U.S. Mission and/or any other prohibitory conduct at an event organized, hosted or sponsored by the PUAN, USEFP, or U.S. Mission shall report to the Conduct Committee (the “Committee”). The Committee will promptly initiate complaint resolution process in accordance with the Anti-Harassment Policy and PUAN Code of Conduct.

The proceedings of the Committee, including minutes, recordings, and dialogues, will be kept confidential except where the law requires otherwise.

The Committee, after concluding its inquiry proceedings, shall give its recommendations to the competent authority for taking appropriate action, which includes, but are not limited to:

- a. censure;
- b. temporary or permanent disbarment from attending PUAN events;
- c. removal from roll of membership;
- d. cancellation of PUAN Grant(s) and direction to return the disbursed funds.

In case the Committee concludes that the complaint was false and frivolous, it may recommend taking appropriate action against the complainant which may include the actions listed above (a-d).

A party can waive its right of personal appearance and submit its written submissions or defense.

Any threat, intimidation, or retaliation towards the complainant is prohibited. Any such act may lead to initiating a discipline proceeding against such person.

To complete the PUAN Complaint Form, you must have a valid membership account at <https://alumni.puan.pk>

**Harassment or Code of Conduct Violation: PUAN Complaint Form**

<b>Background Information</b>	
Your Name:	Chapter Affiliation/Registration:
Name of Exchange Program Attended:	
Name of the person, chapter, exchange program (if known) against whom allegation is being made:	
<b>What Happened?</b>	
Please briefly state the incident(s) that prompt your complaint:	
Is this a harassment or a code of conduct violation complaint?	
When and where did the incidents and/or behaviors that you are complaining about occur? If there was more than one incident/behavior, please list each with date. If you cannot remember exact dates, times or locations, please provide approximations.	
Are there any documents (including emails, text messages, etc.) related to what happened? If so please list the documents here and attach copies of the documents to this form.	
Is there any other information that you would like the reviewer(s) to know? If so, please provide it here:	
How would you like to see the situation resolved?	

Acknowledgment

To investigate your complaint, it may be necessary to interview you, the alleged harasser(s), and any witnesses with knowledge of the allegations or defenses. PUAN will notify all persons involved in the investigation that it is confidential. Retaliation against complainant of harassment will not be tolerated. I have read the detailed harassment policy before submission of this complaint.

The information provided in this complaint is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send this filled form at [PUANConduct@usefp.org](mailto:PUANConduct@usefp.org)