

Conduct and Ethics Information Notification Form:

(Note: All information contained herein is confidential.)

To (name of Chair of C&E Committee):

From (your name required):

Today's date:

Home Phone:

Home Email:

Date of C&E policy violation:

Place of violation (select from the following options by a YES after the option)

While playing bridge at the VCC:

At the VCC but not during bridge:

Outside the VCC but on the Woodlands premises:

Name of the person(s) who violated our ZT policy:

Possible witnesses:

Others whom you feel were also bothered by this violation:

Director's name:

Was the director called to the table about the ZT violation (yes or no):

Give a brief, detailed, description of the events--in sequence--as you saw and heard them:

Give a brief summary of what bothered you most about the incident:

Important note to all members: This information, if used in an investigation, will be shared with those who are accused, so that they may be aware of the accusations and can defend themselves, as is their right. If you wish the C&E Committee to have the information but are unwilling for it to be shared with the accused, you may do so. However, said information will not be used in an investigation, other than to be kept on file to further substantiate a pattern of behavior that is documented by other complaints. In some cases this may result in no action being taken on the complaint, such as where there were no other complainants or where no other complainants wished to share their information with the accused.