

# Reporting Procedural Concerns



The Consortium engages an ongoing effort to identify inappropriate actions that may include concerns over procedural actions, committee balance or threats to impartiality during standards development.

Each reported concern is evaluated to determine appropriate action.

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

Person registering a concern: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

City: \_\_\_\_\_ Affiliation: \_\_\_\_\_

X \_\_\_\_\_

Would you like to remain confidential? YES [ ] NO [ ]

*Signature of person registering the concern*

## Type of concern reported

General

Procedural

Code of Conduct

Threat to impartiality

*Nature of threat to impartiality (conflict of interest) observed:*

[ ] self-interest threat: *threats that arise from a person or body acting in its own interest to benefit itself.*

[ ] subjectivity threat: *threats that arise when personal bias overrules objective evidence.*

[ ] familiarity threat: *threats that arise from a person being familiar with or trusting of another person.*

[ ] intimidation threat: *threats that prevent a voting participant from acting objectively due to fear of another participant or other interested party.*

[ ] financial threat: *the source of revenue for a certification body can be a threat to impartiality.*

Note—Consortium policies recognize that threats to impartiality can arise from its activities, from its related bodies, from its relationships, or from the relationships of committee members. These policies also recognize that such relationships do not necessarily present a threat to impartiality and each reported concern is evaluated to determine appropriate action.

Offending situation or party: \_\_\_\_\_ Date witnessed: \_\_\_\_\_

Description of your concern (and you may attach additional details)

Please forward your concerns to the Consortium Secretariat: [Secretariat@standards.aarst.org](mailto:Secretariat@standards.aarst.org),

Alternatively, you may forward to the chairperson of the Executive Stakeholder Committee: [FSC@standards.aarst.org](mailto:FSC@standards.aarst.org),

or to the chairperson of the AARST Standards Management Council: [SMC@standards.aarst.org](mailto:SMC@standards.aarst.org)