



## IDIBC Professional Conduct and Code of Ethics Reporting Form

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Please use this form to submit a professional conduct or code of ethics complaint to the Interior Designers Institute of BC (IDIBC). Formulating a complaint submission and including the necessary information will assist IDIBC in review and investigation. The fields below are available to include all relevant details. More information is available on the IDIBC website regarding the complaints process.

### 1. Complainant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, Prov. & Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

Type of Design Work: (residential, commercial): \_\_\_\_\_

other: (please specify) \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

### 2. Interior Designer & Firm Name

Name: \_\_\_\_\_

IDIBC Registrant Status: (Registered, Intern) \_\_\_\_\_

Unsure of registrant status/membership with IDIBC: \_\_\_\_\_

Address: \_\_\_\_\_

City, Prov. & Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

Email: \_\_\_\_\_

Name of Firm or Business: \_\_\_\_\_



**3. Background on Complaint:**

Related to an interior design project:	yes	no
Related to a quote or ethics violation:	yes	no
Related to improper use of IDIBC Registrant Designation (RID):	yes	no

If related to an Interior Design project, please provide details:

Address: \_\_\_\_\_

City, Prov. & Postal Code: \_\_\_\_\_

Size and Type of Project: \_\_\_\_\_

Details around Project: \_\_\_\_\_

**4. Complaint Details:**

Provide a detailed summary of complaint or attach a supplemental document. Please include details surrounding the interactions with the designer as well as possible breaches of code of ethics or professional conduct relating to IDIBC Policies and Bylaws.



**5. Additional Documentation:**

Please list any other documents attached:

- Supporting Emails:

\_\_\_\_\_

(attached) (forwarded to): \_\_\_\_\_

- Detailed Timeline of events:

\_\_\_\_\_

- Interior Design Contract:

\_\_\_\_\_

- Drawings or Design Files (PDF ok):

\_\_\_\_\_

- Other

\_\_\_\_\_

**6. Legal Proceedings:**

Are there any legal proceedings associated with the complaint?      Yes                      No

If yes, please list status of current legal action:

If you are currently represented by legal counsel, please list name and contact:



### 7. Desired Outcome:

Please let IDIBC know if this complaint is submitted during an ongoing project and if the designers is under contract to complete additional work. Is the complaint related to fees? Expectations following the complaint process:

### 8. Additional Information

Please list any additional information the Review Committee would need to determine possible conduct violations:

### Acknowledgements and Signature

By signing below, I confirm the following:

1. Any information shared regarding this form and supporting documentation can be shared to the person who is the subject of the complaint.
2. The information on this form will assist in processing the complaint. Review of the complaint will be conducted by the IDIBC Complaints and Discipline Committee.
3. The IDIBC or Complaint Officer, at its discretion, may contact any third parties to determine the validity of the complaint.
4. The IDIBC does not have the authority to monitor conduct of non-members who are not regulated by IDIBC. Interior Designers who are unqualified or uninsured do not adhere to the bylaws and code of ethics required by the Institute.
5. The IDIBC does not have the authority to determine liability or fault, nor to order any party to pay damages or restitution. For information on civil remedies, please consult a lawyer.

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