

# NALTO® COMPLAINT FORM

## IMPORTANT INFORMATION BEFORE YOU FILE

NALTO® (the National Association of Locum Tenens Organizations) is a voluntary trade association committed to promoting ethical standards in the locum tenens industry. The Ethics Committee takes every complaint seriously and will review the facts you present with care and impartiality.

Before filing, please understand the following:

- **Scope of Authority.** NALTO is not a court, government agency, or regulatory body. The Ethics Committee can investigate whether a Member has violated the NALTO Code of Ethics and, where warranted, impose sanctions ranging from education and quality assurance measures to expulsion from the association. NALTO cannot award monetary damages, compel legal remedies, or enforce contractual obligations between private parties.
- **Not a Substitute for Legal Action.** Filing a complaint with NALTO does not constitute the filing of a legal claim and does not toll any statute of limitations. If you believe you have a legal claim, you should consult an attorney independently of this process.
- **Timeliness.** Complaints must be received within three (3) months of discovery of the alleged violation and no later than twelve (12) months from the date of the alleged violation, unless the Ethics Committee Chairperson finds good cause for delay.
- **Confidentiality.** All information gathered in the course of investigations by the Ethics Committee and the Board of Directors, if applicable, shall be confidential and shall remain known only to those persons who have a need to know such information. The details of the complaint will be shared with the respondent Member to allow a fair opportunity to respond.
- **No Pending Litigation.** By initialing below, you confirm that you are not currently involved in legal proceedings related to the matters described in this complaint. The Ethics Committee may defer or decline to investigate matters that are the subject of active litigation.

Our goal is to uphold the standards that make the locum tenens industry trustworthy for clients, candidates, and Member organizations alike. We appreciate your willingness to bring concerns forward and will ensure your complaint receives a thorough and fair review.

I believe that \_\_\_\_\_

(name and address of NALTO® member) committed a violation of the NALTO® Code of Ethics. The violations which I believe occurred are as follows:

1. NALTO® CODE OF ETHICS SECTION NUMBER AND LANGUAGE WHICH YOU BELIEVE TO BE APPLICABLE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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2. PLEASE DESCRIBE WHAT OCCURRED AND WHEN IT OCCURRED: \_\_\_\_\_

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Please add your initials to confirm you not involved in legal proceedings related to this complaint -

**PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY.**

I request that the NALTO® Ethics Committee investigate this complaint.

**Complainant's Contact Information**

NAME OF COMPLAINANT: \_\_\_\_\_

ORGANIZATION NAME (if applicable): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_