



Event Code of Conduct Complaint Form

If you feel threatened or see someone else being threatened, call 911 or notify event security immediately. Our ACC Charlotte leaders or staff present at the event will assist you if you wish to report a crime to local law enforcement.

You may also use this form to report any incidents that may violate our Charlotte Chapter's [Code of Conduct for Events](#). ACC Charlotte takes all complaints seriously and any matter reported will be reviewed and investigated, by at least two (2) members of our Executive Committee, comprised of our Chapter's officers, and a final review will be conducted by our Board of Directors.

You can enter your name and contact information below or report anonymously. Names of witnesses will help us investigate, and your information will be kept as confidential as possible consistent with the need to investigate complaints.

To reach out to our staff for any issues or questions, please contact charlotte@accglobal.com and we can meet with you (virtually or in person) to discuss your concerns or your report.

What type violation are you reporting? Select all that apply, you will have a chance to describe below.

- Violence, threats of violence, unwanted touching or physical intimidation
- Verbal or written harassment on any basis
- Disruptive behavior
- Displaying inappropriate visual information
- Violation of the rules of the event or venue
- Other: _____

How were you involved in the incident?

- I was directly involved
- I witnessed the incident
- I heard about the incident from someone else

What happened? Please include what, when and where. The more detail the better.

Please identify the people involved in the incident, including witnesses if known.

What is your preferred outcome? We appreciate your thoughts in how you would like us to resolve the situation.

Is there anything else that you would like to share?

How can the Chapter follow up with you?

- Phone: _____
- Email: _____
- Meet in person
- Meet virtually
- I do not want to be contacted
- Other: _____

Please provide your full name if you wish: _____