APPENDIX A

**SAA 2025 Onsite Disclosure/Formal Complaint Form**

If you believe that you have been subjected to violations of the Event Code of Conduct, you may initiate the process with SAA by completing this form and submitting it to SAA President ([president@saa.org](mailto:president@saa.org)) and/or Executive Director ([exdir@saa.org](mailto:exdir@saa.org)).

**Disclosure:** A Disclosure occurs when an Attendee notifies the SAA President or Executive Director of a violation of the Code of Conduct or other misconduct and requests assistance from the SAA to enable the Attendee’s continued safe participation in SAA activities. The violation may have occurred at an SAA event or elsewhere, or at any point in the past. Disclosure does not require further investigation or identifying the Subject Individual(s). Disclosure does not require naming the Attendee to the Subject Individual(s).

**Formal Complaint:** A Formal Complaint occurs when an Attendee or member notifies the SAA President or Executive Director of a violation of the Code of Conduct and **requests the SAA act against the Subject Individual** to enable the Attendee’s safe participation in SAA activities. (In prior version of the Policy, this document was called a “Report.”)

You may leave any information below blank if you wish.

**YOUR INFORMATION**

Name:       Cell Phone:

Work/Home Address:       Phone:

Job Title:       Email:

Select Preferred Communication Method: Email Phone In person

**DISCLOSURE/FORMAL COMPLAINT INFORMATION**

1. Your Disclosure/Formal Complaint is made about the following Subject Individual. Please note for “disclosures” you do not need to name any individuals.

Name:       Title:

Work/Home Address:       Phone:

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe what happened and how it is affecting you and, if applicable, your professional activities. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

1. Date(s) harassment occurred:

Is the harassment continuing? Yes No

1. Please list the name and contact information of any witnesses or individuals who may have information related to your Disclosure/Formal Complaint:

*The last question is optional, but may help the inquiry.*

1. Have you previously reported, expressed to another person, or provided information (oral or written) about related incidents?

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

**Any meeting attendee may reach out to the SAA Meeting Ombuds.** This is an independent, informal and confidential process that enables attendees to discuss any matter of discomfort or distress. Connecting with the Ombuds is a separate process from a Disclosure or a Formal Complaint to the SAA, but might be a valuable resource to you. The topic of concern may have occurred at an SAA event or elsewhere or at any point in the past. Additional contact information is printed on the backside of your SAA Annual Meeting badge.