



TOWN OF BOSTON

Ethics Committee

Boston Ethics Committee Complaint Submission Process

The complaint must be submitted in a written format (email, fax, letter) before review by the Ethics Committee. Electronic submission of the complaint is acceptable. Internal Ethics Committee communications will be documented in the Ethics Committee Meeting minutes.

The complaint must include:

- Name of complainant, along with all contact information; name, address, telephone number, and email address.
- Detailed description of Ethical issue/ situation Named individual(s), if applicable, whose conduct was alleged to be unethical Relevant dates and times.

Process for Investigation:

Ethics Committee members will review all complaints. A Letter of Acknowledgment will be sent to the complainant within 5 business days and filed in the Ethics Committee files.

The Ethics Committee will review the submission. If no ethical issue is found, a letter will be sent to complainant explaining our view within 30 days. If the committee chooses to investigate, a letter advising of that fact will be sent to the complainant within 30 days. The Ethics committee member(s) who will investigate will be decided by the Ethics Committee Chairperson.

The investigating committee member(s) will collect and review material gathered during the investigation. The investigator(s) will write up the findings, concluding with a factual written synopsis. Investigator(s) will provide a recommendation for the committee using a standard format.

The Committee will deliberate as a body, and if no more research or information is required, we issue our finding in writing. If additional research or information is needed, the assigned investigators will collect and summarize. The Committee will reconvene, continue deliberations, and issue the finding in writing.

The Committee will notify the complainant and the subject(s) of the complaint as well as others the Committee deems appropriate.

The Committee will send a letter outlining our findings to the Boston Town Board members and/or other appropriate Authority.