

Letter of Complaint.

(See Clause 3.7 of the Complaints Procedure)

A – Complainant:

Association membership (if applicable)

Irish Medtech Association member

Company name (if applicable)

(Type Here)

Contact name

(Type Here)

Address:

(Type Here)

Contact email:

(Type Here)

Contact number: Daytime telephone

(Type Here)

B – Name of Irish Medtech Association Member Company you are complaining about?

Name of the member (or members) you consider has (have) broken the Code of Ethical Business Practice:

(Type Here)

C - When or during what period did the incident(s) take place?

(Type Here)

D - Are there any witnesses who can confirm what you say? If so, give their full names, addresses and telephone numbers.

(Type Here)

E - Please indicate whether or not you have any commercial, financial or other interest in the matter of complaint or in the company concerned (e.g. employee or ex-employee, consultant or ex-consultant).

(Type Here)

F - Details: How do you think the Irish Medtech Association member company has broken the Code of Conduct?

Please tell us what evidence you have for claiming that the member has broken the Code of Ethical Business Practice - Give as much detail as possible. Irish Medtech Association member companies should refer to the relevant Code of Ethical Business Practice sections as appropriate.*

Empty text box for providing details of the complaint.

G - Supporting Documents

Please attach all relevant documents to support your complaint (e.g. press releases, emails and other correspondence, promotional materials, event invitations and programmes, financial documents etc).

(List Here)

Declaration:

- Please complete as appropriate:
 - The Complainant has made a genuine attempt at negotiation of a resolution, and at mediation, as required under paragraphs 3.1 to 3.3 of the Complaints Procedure of Irish Medtech Association, which I understand is a pre-condition of using this complaint process and attach evidence of such processes as having been attempted.
Yes () enclosed.

* Complainants who are not members of the Irish Medtech Association need not refer to specific sections of the Code.

- The Complainant has made a genuine attempt at contacting the Respondent to resolve the complaint as required under paragraph 3.5 of the Complaints Procedure of Irish Medtech Association, which I understand is a pre-condition of using this complaint process and attach evidence of such processes as having been attempted.

Yes () enclosed.

No () If not, please explain why:

- I declare that, to the best of my knowledge, the information provided in relation to the complaint above is accurate.

Yes ()

- I undertake to abide by the provisions of the Procedure for the duration of the Procedure.

Yes ()

Signed: _____ Date: _____

(Company MD/Equivalent or Individual Complainant)

Please send:-

(1) this document fully completed and

(2) all relevant enclosures

to:

The Panel Administrator, Irish Medtech Association Code of Ethical Business Practice, Irish Medtech Association, Ibec, 84-86 Lower Baggot Street, Dublin 2.