

## INFORMATION ABOUT COMPLETING AND FILING A COMPLAINT FORM

**As the regulator of the engineering/geoscience profession in New Brunswick, APEGNB, through its complaints process, investigates the conduct of its members, licence holders, and holders of a certificate of authorization to *protect the public interest*.**

### General

This form is to be used to file a complaint regarding the professional conduct of an engineering/geoscience practitioner (a member of APEGNB, or holder of a Licence or Certificate of Authorization (CofA) issued by APEGNB.

If you are uncertain whether someone is a licensed engineering/geoscience practitioner, you can check our on-line Members and Firms Directories at <http://www.apegnb.com/en/home/aboutus/findamember.aspx>.

- This form is not to be used for complaints regarding the fees charged by engineering/geoscience practitioners.
- A complaint, once submitted, cannot be withdrawn by the complainant.
- APEGNB does not act as the intermediary between a complainant and a respondent. APEGNB investigates complaints *in the public interest*.
- APEGNB cannot pay you money, provide you with engineering/geoscience advice, or order an engineer/geoscientist to pay you money.
- Individual violations of APEGNB's Code of Ethics or Code of Conduct do not necessarily constitute professional misconduct.

### Confidentiality of your complaint

APEGNB cannot guarantee that the information you provide, or the information we obtain from other parties during the course of our investigation, will remain confidential. Complained against engineering or geoscience practitioners are provided some or all of the information obtained during investigation. If a complaint is referred to Discipline, you, as the complainant, are not a party to the proceedings.

### What you need to do to begin the complaints process

- Complete and sign the Complaint Form.
- Attach a copy of any documents that are relevant to your complaint.
- Send the completed Complaint Form and copies of related documents to:  
Director of Professional Affairs  
Engineers Geoscientists New Brunswick  
183 Hanwell Road  
Fredericton NB E3B 2R2

### What happens next?

APEGNB will acknowledge receipt of your complaint, assess your complaint, and determine the next steps. If your complaint falls outside of APEGNB's jurisdiction and authority under the ***Engineering and Geoscience Professions Act*** we will let you know and we may be able to suggest alternatives to address your concerns.

## COMPLAINT FORM

### Engineering and Geoscience Professions Act 2015, Section 12(5)

APEGNB USE ONLY

File # :

**To: Director of Professional Affairs  
Engineers Geoscientists New Brunswick  
183 Hanwell Road  
Fredericton NB E3B 2R2**

#### CONTACT INFORMATION – THE COMPLAINANT

TITLE  MR  MS  DR  PENG  EIT  PGEO  GIT

NAME  
FIRST NAME \_\_\_\_\_ SURNAME \_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

#### CONTACT INFORMATION – THE PRACTITIONER YOU ARE COMPLAINING AGAINST

TITLE  MR  MS  DR  PENG  EIT  PGEO  GIT

NAME  
FIRST NAME \_\_\_\_\_ SURNAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**RELATIONSHIP – COMPLAINANT AND PRACTITIONER**

What is your relationship with the practitioner:

- Client     Supplier/Subcontractor     Supervisor     Employee     Other (specify) .....

Does your complaint involve a matter that is currently, or has been, before a Court or Tribunal?

- Yes     No

If yes, which Court or Tribunal : .....

What is the status : .....

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.....  
.....

**COMPLAINT**

What is the nature of your complaint? Choose all that apply :

**Technical or Competence Related**

Please provide specifics in the space below :

- Negligence
- Failure to apply appropriate code or standard
- Practising outside of area of training/competence
- Failure to safeguard life, health, or property
- Other

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**Conduct/Behaviour**

Please provide specifics in the space below :

- Harassment
- Conflict of interest
- Other

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Provide a one-paragraph summary of the issue and conduct of the engineering/geoscience practitioner you are complaining about.

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Provide a chronology of the events of your complaint, referencing supporting documents specific to the actions and conduct of the engineering/geoscience practitioner. Supporting documents could include correspondence, drawings, reports, photos, permits, contracts, court decisions, etc.

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What is the public interest impact relating to your complaint?

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**ACKNOWLEDGEMENT, CONSENT, SIGNATURE**

I am filing this complaint for investigation and consideration by the Complaints Committee and not for personal gain or any other purpose. I understand that APEGNB will provide the engineering/geoscience practitioner a copy of this Complaint Form, including all submitted attachments. In addition, all of the information that APEGNB receives from me and from other parties in the course of the investigation of this complaint may also be provided to the engineering/geoscience practitioner.

.....  
SIGNATURE

DATE

**APEGNB USE ONLY**

File # :

Date Filed :