



CODE OF CONDUCT – REPORT FORM

To be completed by the complainant and provided to Dillon Geshel, Interim Executive Director (517) 394-2774 or dgeshel@milibraries.org or the current President of MLA whose contact information can be identified by calling (517) 394-2774 or emailing MLA@Milibraries.org.

Complainant's Name: _____ **Date Submitted:** _____

Location of Incident(s): _____

Date of Incident(s): _____

Person(s) Involved: _____

(if unknown list identifying information such as appearance)

Description of the alleged violation of Code of Conduct *(attach additional sheets if needed):*

Please list all witnesses to each event (include date event witnessed):

Please read below statement and sign:

I, the complainant, understand that this form will be forwarded to the MLA Executive Director and in some instances MLA Leadership or an outside investigator for a thorough investigation of the alleged violation of the MLA Code of Conduct. I understand MLA will maintain confidentiality of my identity to the extent possible. I further attest that any statements made by me related to this matter are true.

Complainant Signature: _____

Date: _____

TO BE COMPLETED BY MLA: *Date of Receipt:* _____



INVESTIGATION REPORT

To be completed by the MLA Executive Director or the designated investigator.

Person Accused of Violating the Code of Conduct: _____ Date of Incident _____

Investigator _____ Date Completed: _____

Witnesses Interviewed

Findings of Facts *(Attach additional sheets if needed)*

Explain whether a violation of the MLA Code of Conduct **did/did not** occur. *(Attach additional sheets if needed)*

Investigator Signature: _____ Date: _____

Executive Director's Signature: _____ Date: _____