

## ISA ETHICS CHARGE STATEMENT

**NOTE:** This form is supplied by the International Society of Arboriculture, Inc. (ISA) to individuals, groups or organizations (Complainants) who want to submit ethical conduct allegations concerning an ISA Credential holder, or candidate for ISA certification. In order to start the ethics complaint process, each Complainant must complete this form. If you need assistance completing this form please contact the Compliance Services Manager at the telephone number or email below.

**International Society of Arboriculture, Inc.  
Compliance Services Manager  
270 Peachtree St NW, Suite No. 1900  
Atlanta, Georgia 30303**

**ethics@isa-arbor.com**

ISA strongly recommends that all Complainants review the ISA Certified Arborist Code of Ethics as well as the ISA Ethics Case Procedures, before and during the preparation of an Ethics Charge Statement in order to understand the organization's procedures and ethical standards. Complainants may also contact ISA at (678) 367-0981 x229 between 9:00 AM and 4:30 PM Eastern Time, weekdays, with questions concerning the process.

### INFORMATION ON THIS CHARGE STATEMENT IS CONFIDENTIAL

**(Please Print In Ink or Type the Following Information)**

Complainant's Name (your name): \_\_\_\_\_

Complainant's Address: \_\_\_\_\_  
\_\_\_\_\_

Complainant's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Credential Holder/Candidate's (Respondent) Name: \_\_\_\_\_

Certification No. (If known, and if applicable): \_\_\_\_\_

Credential Holder/Candidate's Address: \_\_\_\_\_  
\_\_\_\_\_

Credential Holder/Candidate's Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

## **INFORMATION TO BE SUPPLIED BY THE COMPLAINANT**

1. **Statement of Complaint:** The following is a summary and statement of the facts which the Complainant believes support the issuance of a formal ethics complaint by the ISA. This factual statement must include a clear explanation of the alleged unethical conduct of the Certified Arborist/Candidate as an individual. Complainant must explain the facts in sufficient detail to permit the certificant/candidate Respondent to answer the allegations. If the space below is not sufficient, additional pages may be used and attached.
  
2. **Related Actions:** The Complainant should list any actions taken or contemplated that are directed at the same or related complaints. For example, the Complainant should identify any complaints filed with State/County/City/Township licensure or regulatory boards, courts or judicial forums, professional membership associations or organizations, and/or employers.
  
3. **List of Witnesses and Documents to be Submitted and Considered:** Please include any direct evidence including but not limited to:
  - Documents showing that the Certified Arborist/Candidate was directly involved with the alleged violations or was otherwise responsible.
  - Eyewitnesses who witnessed the event and indicate whether they would be willing to testify at hearing.
  
4. **Applicable Provisions of the Code of Ethics & Standards of Conduct:**

Listed below are all provisions of the ISA Code of Ethics. Please describe how the Certified Arborist violated the section(s) that are relevant to this ethics case.

### **I. Responsibilities to ISA, the profession and the public.**

#### **A. Compliance with all organizational rules, policies and legal requirements. Credential holders and candidates must:**

1. Comply with all applicable laws, regulations, policies and ethical standards governing professional practice of arboriculture.

Describe how the Certified Arborist violated this standard here:

2. Comply with all accepted professional standards related to arboriculture practice, including national practice standards and policies.

Describe how the Certified Arborist violated this standard here:

3. Provide accurate, complete, and truthful representations concerning all certification and renewal information.

Describe how the Certified Arborist violated this standard here:

4. Maintain the security of ISA examination information and materials, including the prevention of unauthorized disclosures of test information.

Describe how the Certified Arborist violated this standard here:

5. Cooperate with ISA concerning ethics matters and the collection of information related to an ethics matter.

Describe how the Certified Arborist violated this standard here:

6. Report to ISA in a timely manner, their personal conduct that may violate any provision of the ISA Code of Ethics or the Ethics Case Procedures.

Describe how the Certified Arborist violated this standard here:

7. Refrain from behavior or conduct that is clearly in violation of professional, ethical, or legal standards related to occupational services and/or activities.

Describe how the Certified Arborist violated this standard here:

## **II. Responsibilities to clients, employers, employees, and the public.**

### **A. Responsibilities concerning the performance of professional services.**

#### **Credential holders and candidates must:**

1. Deliver safe and competent services with objective and independent professional judgment in decision-making.

Describe how the Certified Arborist violated this standard here:

2. Recognize the limitations of their professional ability and provide services only when qualified. The Credential holder/candidate is responsible for determining the limits of his/her own professional abilities based on qualifications, education, knowledge, skills, practice experience, and other relevant considerations.

Describe how the Certified Arborist violated this standard here:

3. Make a reasonable effort to provide appropriate professional referrals when unable to provide competent professional assistance.

Describe how the Certified Arborist violated this standard here:

4. Maintain and respect the confidentiality of sensitive information obtained in the course of professional activities unless: the information is reasonably understood to pertain to unlawful activity; a court or governmental agency lawfully directs the release of the information; the client or the employer expressly authorizes the release of specific information; or, the failure to release such information would likely result in death or serious physical harm to employees and/or the public.

Describe how the Certified Arborist violated this standard here:

5. Properly use professional credentials, and provide truthful and accurate representations concerning education, experience, competency and the performance of services.

Describe how the Certified Arborist violated this standard here:

6. Provide truthful and accurate representations to the public in advertising, public statements, and other representations, and in the preparation of estimates concerning costs, services and expected results.

Describe how the Certified Arborist violated this standard here:

7. Recognize and respect the intellectual property rights of others and act in an accurate, complete, and truthful manner, including activities related to professional work and research.

Describe how the Certified Arborist violated this standard here:

**B. Responsibilities concerning conflicts of interest and appearances of impropriety. Credential holders and candidates must:**

1. Disclose to clients or employers significant circumstances that could be construed as a potential or real conflict of interest or an appearance of impropriety.

Describe how the Certified Arborist violated this standard here:

2. Avoid conduct that could cause a conflict of interest with a client, employer, employee, or the public.

Describe how the Certified Arborist violated this standard here:

3. Assure that a conflict of interest does not compromise legitimate interests of a client, employer, employee, or the public and does not influence or interfere with professional judgments.

Describe how the Certified Arborist violated this standard here:

4. Refrain from offering or accepting significant payments, gifts or other forms of compensation or benefits in order to secure work or that are intended to influence professional judgment.

Describe how the Certified Arborist violated this standard here:

**C. Responsibilities concerning public health and safety. Credential holders and candidates must:**

1. Follow appropriate health and safety procedures, in the course of performing professional activities, to protect clients, employers, employees, and the public from conditions where injury and/or other harm are reasonably foreseeable.

Describe how the Certified Arborist violated this standard here:

2. Inform appropriate government representatives or agencies when aware of an activity or circumstance that may cause an unsafe condition or violate legal requirements.

Describe how the Certified Arborist violated this standard here:

**STATEMENT AND CERTIFICATION OF CHARGES**

By submitting this Ethics Charge Statement, I charge the certificant/candidate identified with a violation(s) of the ISA Certified Arborist Code of Ethics. I have read the ISA Ethics Case Procedures, and I agree to abide by the conditions and terms of these rules. I understand that the information submitted to the ISA concerning this ethics proceeding will be kept confidential, as set forth in the Ethics Case Procedures. I also understand that if the case is accepted, the accused credential holder/candidate (Respondent) will receive a copy of this document, as well as other information that is submitted with regard to the ethics case.

I further certify that the factual allegations made in this ISA Ethics Charge Statement are true and accurate to the best of my knowledge and that these ethics charges are made in good faith.

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_