



ISFCE Complaint and Member Disciplinary Policy 2.3

- 1.0 All complaints against Certified Computer Examiner (CCE)[®] certified individuals must be filed with the ISFCE Ethics Committee. The complaint must be in written format outlining specific concerns and/or allegations and include the name and contact information of the individual initiating the complaint.
 - 1.1 Anonymous complaints will not be accepted.
- 2.0 Complaints may originate from certified individuals or from non certified individuals.
 - 2.1 If a certified individual becomes aware of an allegation of unethical or unprofessional conduct that does not comply with the ISFCE Code of Ethics and Professional Responsibility on the part of a certified individual or member of the ISFCE, it is the responsibility of that concerned individual to generate a complaint with the ISFCE Ethics Committee for investigation and follow up.
- 3.0 In the event that an allegation is made against any member of the Certification Board or any ISFCE Committee member, the normal ISFCE complaint process will be followed and board or committee member being investigated will not be allowed to participate in discussions or decisions regarding the investigation.
- 4.0 Complaints will normally be investigated by the ISFCE Ethics Committee.
 - 4.1 The Ethics Committee will execute a comprehensive investigation regarding the pending complaint.
 - 4.2 The Ethics Committee or ISFCE Director will promptly notify the individual whom the complaint is made against and provide him/her the details of the complaint and make him/her aware that an investigation of the complaint will be made.
 - 4.2.1 The ISFCE will contact this individual first via email and if contact is not successfully made, will continue to attempt to make contact



via email, regular mail and certified mail until a response acknowledging the complaint is received from the individual under investigation.

4.2.2 The ISFCE will provide the individual under investigation the opportunity to respond to the allegation/complaint and will take that response under consideration when conducting the investigation.

4.3 The Ethics Committee will internally discuss any findings, refer to the individual submitting the complaint for more information if necessary and also address the certified individual of whom the complaint is pending against to obtain any further necessary explanation or information.

5.0 Upon completion of the investigation, the ISFCE Ethics Committee will formulate a report based upon their investigation and agree upon by a minimum 2/3 majority vote on any action to be taken in response to the complaint.

6.0 The report, conclusion and any recommended actions will be brought to the attention of the ISFCE Certification Board for execution. The Certification Board will review the report and recommendations and assess any necessary discipline to the accused member.

7.0 The ISFCE Ethics Committee or Certification Board may determine that a member is exonerated on the allegation. In either case the member and the alleging party will be so advised.

8.0 Any disciplinary decisions will be based upon whether or not the accused member acted in a manner unbecoming or not in compliance of ISFCE Code of Ethics and Professional Responsibility.

9.0 Discipline may be assessed if the member is determined to be guilty of not complying with the ISFCE Code of Ethics and Professional Responsibility which may include actions such as:

9.1 Perjury

9.2 Falsifying or misrepresenting credentials

9.3 Commission of any felony

9.4 Falsifying or misrepresenting forensic examination results

9.5 Cheating on examinations



- 9.6 Falsifying training records
- 9.7 Violating the organization's Code of Ethics and Professional Responsibility
- 9.8 Refusing to cooperate in investigations including submission of written responses
- 9.9 Committing any act to the detriment or the organization or the credibility of members
- 9.10 Falsifying or causing to be falsified through a third party any allegation against a member
- 9.11 Theft or fraud
- 10.0 Discipline may include:
 - 10.1 Retesting for certification
 - 10.2 Expulsion from ISFCE and associated certification
 - 10.3 Suspension from ISFCE and associated certification
 - 10.4 Revocation of certificate
 - 10.5 Monitoring by other members (Peer Review)

