



Irish Medtech Association - Code of Ethical Business Practice.

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**Letter of Complaint.**

(See Clause 3.7 of the Complaints Procedure)

**A – Complainant:**

Association membership (if applicable)

Irish Medtech Association member or Employee of an Association member Yes ( ) No ( )

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:

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

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

**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).**

**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.\*

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

## 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.
    - 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.