



**EASTERN BAND OF CHEROKEE INDIANS
OFFICE OF INTERNAL AUDIT AND ETHICS
ETHICS VIOLATIONS COMPLAINT FORM
Cherokee Code Sec. 117-45**

The Audit and Ethics Committee and the Office of Internal Audit and Ethics have the authority to investigate complaints against Tribal Officials covered by Cherokee Code Chapter 117, Article IV Sec. 117-45 Standards of Ethical Conduct. The complaint must be filed within three years of the date when the alleged violation occurred or became known to occur.

CONTACT INFORMATION

Printed Name: _____

Mailing Address: _____ Phone No.: _____

_____ Email: _____

_____ Community: _____

COMPLAINT INFORMATION

Person you believe may have violated the Standards of Ethical Conduct:

Name: _____

Office or Appointment: _____

Date(s) of alleged violation(s): _____

Mark each section of Cherokee Code Section 117-45.3 allegedly violated:

117-45.3(a)	Participated in the selection or in the award or administration of a contract or grant award of funds from any government agency where a conflict of interest was real or apparent.
117-45.3(b)	Accepted or solicited gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors who are contracting to provide services to the Tribe.
117-45.3(c)	Entered into a contract directly or through a business entity for the purpose of either receiving or providing services or goods. Excluding benefits that are available to all Tribal members.
Minimum Standards	
117-45.3(d)(1)	Failed to act in a manner that places the interest of the EBCI above their own, or failed to comply with the laws of the EBCI.
117-45.3(d)(2)	Allowed their financial interest to interfere with the performance of their duties.

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117-45.3(d)(3)	Failed to protect, conserve, and/or ensure the appropriate use of Tribal resources.
117-45.3(d)(4)	Failed to provide an Enrolled member a time to be heard on a Tribal issue that falls under the scope of the Tribal official's duties.
117-45.3(d)(5)	Used the prestige of their office to advance personal interests of others or themselves.
117-45.3(d)(6)	Failed to disclose any fraud, waste, abuse, corruption, or violations of the Code of Ethics.
117-45.3(d)(7)	Failed to honor the customs and traditions of the EBCI.
117-45.3(d)(8)	Failed to abide by the laws of any sovereign jurisdiction in which they are present, or failed to disclose any misdemeanor or felony charges and/or convictions that occurred in any jurisdiction while in office.
117-45.3(d)(9)	Failed to disclose any gift, donation, or contribution received or provided by a Tribal Official to the Office of Internal Audit and Ethics in accordance with the rules of procedure.
117-45.3(d)(10)	Acted individually, jointly, or through another to threaten, intimidate, or discipline any person as reprisal for any legitimate action taken by the person.
117-45.3(d)(11)	Offered, solicited or accepted, directly or indirectly, something of value given to influence the vote, official action, or judgement of, or for, the official or could be reasonably considered a reward for any official action or inaction.
117-45.3(d)(12)	Withheld materials or information from the public pertaining to those items discussed in a closed session as long as those materials are not deemed private in accordance with chapter 132 of the Cherokee Code.
117-45.3(d)(13)	Participated in a decision that had a direct and predictable effect on the financial interest, personal interest, or presented a conflict of interest for the official or their immediate family.
117-45.3(d)(14)	Participated in a private, public, civic, and/or charitable activities that detracted from the dignity of the office or interfered with the performance of official duties.
117-45.3(d)(15)	Failed to maintain or enhance the honesty and integrity of their respective offices; and safeguard the reputation of the EBCI as a whole.
117-45.3(d)(16)	Failed to protect and enhance the environmental and cultural resources, whether natural or man-made, of the EBCI to ensure the security and prosperity of future generations.

Provide a clear, concise statement of how each of the sections of the Ethics Code that were checked above were violated. (Example: 117-45.3(d)(3)-summary of how Tribal official violated this section; 117-45.3(d)(16)-summary of how Tribal official violated this section) You must include specific facts indicating that a violation occurred. Please provide as much detail as possible. Attach any documentation you have that supports your claim. Attach *additional pages if needed*.

Provide the names and contact information of other persons who may have information that supports your claim.

By my signature below I attest that the information contained in this complaint and any supporting documentation or materials referenced or submitted is true and correct to the best of my knowledge, information and belief.

Signature: _____

Date: _____

Office Use Only:
Date/Time Stamp

Complaint Number