



# SPE Code of Conduct Incident Report Form

*(please download this form before filling out)*

Thank you for contacting us to report an incident that has occurred in violation of SPE's Code of Conduct. Your report will assist us in our ongoing efforts to uphold our commitment of fostering an equitable and inclusive community. You may also email the Code of Conduct Committee directly at [conduct@spenational.org](mailto:conduct@spenational.org).

If you need immediate assistance, please speak to the facility front desk or the event organizer on-site at your event and/or contact emergency services by calling 911.

PLEASE NOTE: this form is intended as a way of documenting non-emergency incidents or incidents that might have been directly handled in the moment by another SPE member, event staff, or by an SPE board member. It will be sent directly to SPE's Code of Conduct Committee.

This incident report form may be completed either with your contact information or anonymously.

While we will be unable to follow up with you directly in the case of an anonymous report, SPE will monitor such reports for incident patterns and do what we can to ensure the issue is addressed moving forward.

---

## 1. How would you like to report this incident?

- I would like to report including my contact information so SPE may follow up with me personally.
- I would like to report anonymously.

## 2. Please tell us whether you are...

- An individual (member or non-member) who experienced or witnessed harassment at an SPE event.
- An SPE representative who assisted an individual during or following an incident.

**If you are reporting anonymously, please skip questions 3, 4 and 5.**

3. Your name \_\_\_\_\_

4. Your preferred contact email \_\_\_\_\_

5. Your preferred contact telephone number \_\_\_\_\_

Please provide a number if you would like to speak to the SPE Code of Conduct committee by telephone about this incident.

6. When did this incident happen? (MM/DD/YYYY) \_\_\_\_\_

## 7. Where did this incident happen?

Please provide both a physical location and the name of the SPE event. If the incident happened online, provide a link to the virtual event if available, or specifics such as date, time, and host.

**8. What do you wish to report?**

Please describe, in as much detail as you feel comfortable, what happened. If you would prefer to speak to the SPE Code of Conduct Committee about this incident personally, please provide a short one-sentence description of the type of incident and indicate that you would like to speak with the SPE Code of Conduct Committee one-to-one about what happened.

**9. Who was involved in this incident?**

Please identify, in as much detail as you feel comfortable, the individual or individuals involved in the incident.

**10. Are you aware of any potential conflict of interest?**

Please identify, in as much detail as you feel comfortable, the name of any Board Member or SPE staff member who may need to be recused from any part of the review or investigation process.

**After filling out this form, press the "Submit Forms" button below. A PDF with your form will be attached to a new email window with the [conduct@spenational.org](mailto:conduct@spenational.org) email address already inserted. Please send this form to [conduct@spenational.org](mailto:conduct@spenational.org).**

**Thank you for reporting this incident to us. A member of SPE's Code of Conduct Committee will follow up with you to discuss any further course of action.**