

Confidential

The attached Word document is a template designed to guide the preparation of a formal complaint. The prescribed format promotes a factual narrative devoid of personal commentary. These standardized guidelines ensure consistency and completeness, facilitating identification of all required elements and verification of applicable policies and procedures for filing an ethics complaint.

Color coding has been applied to this document; please notify me if an accessible version is needed, and I will provide a revised copy promptly. The completed document should be submitted in both Word and PDF formats. Electronic or wet signatures are acceptable.

Please review and, if necessary, revise the Heading and Signature Blocks sections. Should the complaint be deemed actionable, these sections will serve as the standard identifiers for all subsequent correspondence. A sample signature block and an illustration of its appearance in the submission letter are provided below.

This template supports the development of a comprehensive complaint for review. Upon completion, please submit the document in both Word and PDF formats. The Word version will be used to draft the official correspondence for the complainant and respondent once the Ethics Committee determines the matter is actionable.

Frank Leake

Frank Leake, CCC, CCE, AAC
Chair, ACF Ethics Committee

Cellphone: (808) 782-2053

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MEMORANDUM

DATE, _____ 2026

TO: Chef Frank Leake, CCC, CCE, AAC
Chair, ACF Ethics Committee

FROM: Complainant Name, ACF Certifications

- **ACF Member ID #**
- **Email**
- **Cellphone**
- **Home Address** (this is asked should there be a need to return a certified mailing to you)

SUBJECT: Formal Ethics Complaints/Violations

- ***Briefly identify the subject of violation/s and name of Respondent here.***

I am writing to file a complaint against (**RESPONDENT/S NAME/S HERE – the person/s you are filing a complaint against**). In addition, kindly provide all contact information, including cell phone number and email address. Please also provide a brief description of the actions taken by this individual. Additionally, please expand upon the identification provided in the subject line above. If applicable, please include specific dates when these actions occurred.

(This is provided as a sample for the opening introduction of the letter. Feel free to use it and add more information or delete it and formulate the introduction in your own words.)

The allegation/complaint contains the following:

- 1.
- 2.
- 3.
- 4.
- 5.

Respondent Name has violated the following parts of the ACF Code of Professional Ethics and the Culinarians Code:

ACF Code of Professional Ethics: Please provide a comprehensive list of all applicable sections of the Code, along with the specific actions you have discovered or identified. Ensure that code violations are accurately matched with the corresponding alleged complaint violations. The provided information should be presented in a thoroughly detailed and organized manner.

Allegation/Complaint #1 as listed above.

- Specific Violation/s of ACF Code of Professional Ethics (list each bullet from the code that applies):
 - List here
 - List here

Allegation/Complaint #2 as listed above.

- Specific Violation/s of ACF Code of Professional Ethics (list each bullet from the code that applies):
 - List here
 - List here

Allegation/Complaint #3 as listed above.

- Specific Violation/s of ACF Code of Professional Ethics (list each bullet from the code that applies):
 - List here
 - List here

Allegation/Complaint #4 as listed above.

- Specific Violation/s of ACF Code of Professional Ethics (list each bullet from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #5 as listed above.

- Specific Violation/s of ACF Code of Professional Ethics (list each bullet from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #6 as listed above.

- Specific Violation/s of ACF Code of Professional Ethics (list each bullet from the code that applies):
 - List here
 - List here
 - List here

Culinarians Code:

Please provide a comprehensive list of all applicable sections of the Code, along with the specific actions you have discovered or identified. Ensure that code violations are accurately matched with the corresponding alleged complaint violations. The provided information should be presented in a thoroughly detailed and organized manner.

Allegation/Complaint #1 as listed above.

- Specific Violation/s of ACF Culinarians Code (list each line from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #2 as listed above.

- Specific Violation/s of ACF Culinarians Code (list each line from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #3 as listed above.

- Specific Violation/s of ACF Culinarians Code (list each line from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #4 as listed above.

- Specific Violation/s of ACF Culinarians Code (list each item from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #1 as listed above.

- Specific Violation/s of ACF Culinarians Code (list each item from the code that applies):
 - List here
 - List here
 - List here

Allegation/Complaint #1 as listed above.

- Specific Violation/s of ACF Culinarians Code (list each item from the code that applies):
 - List here
 - List here
 - List here

Exhibits

Please provide all relevant documents pertaining to the complaint, including prior and current communications with the Respondent, written actions taken by the Board, and other pertinent information.

Please copy and paste emails onto Word documents, PDFs, letters, etc. Each must be labeled with an identifier for the Ethics Committee's official correspondence with all parties involved.

Other examples of evidence that may be presented include a specific time-stamped video recording of a meeting, email correspondence, or other relevant documents. For email exhibits, a Word document, PDF file, or screenshot of the entire original email(s) should be provided, including the date, time stamp, and any other pertinent information. This ensures that the full context of the email is available for review.

To acquire the video evidence, we will need a direct link to the video or a link to the Elections page on the ACF website. Each exhibit will be assigned a unique number. I will determine the appropriate number for each exhibit, while you can identify the specific exhibits you wish to present.

- Exhibit A
- Exhibit B
- Exhibit C...

Witnesses

List of Potential Witnesses/Interviewees

- Name, email, cell number;
- Name, email, cell number;
- Name, email, cell number;
- Name, email, cell number...

Additional Concerns of (Respondent's Name Here) actions:

-
-
-
-

Consequently, I am requesting an ethics investigation into the actions of **(Respondent Name, ACF Member ID #, Email, Cellphone.)**

Please note that this is a sample introduction. Feel free to modify it, add additional information, or delete it entirely and compose your own introduction containing all relevant facts as outlined throughout this letter.

Sincerely,

Complainant Name (printed here) _____

Complainant Signature _____

I have provided a sample of my signature block and an illustration of its potential appearance on page one.

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