

# REGISTRY OF INTERPRETERS FOR THE DEAF, INC. ETHICAL PRACTICES SYSTEM (EPS)

## Official Response Form

### RESPONDENT/INTERPRETER INFORMATION

CASE NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PAGER: \_\_\_\_\_  
\_\_\_\_\_

### REQUIRED NARRATIVE

In addition to submitting a signed copy of this response form, you must provide a statement. A response must be received by the national office within 30 days of the date of the notification letter. That statement should include:

- A detailed narrative describing what happened from your perspective.
- Comments addressing each of the alleged violations contained in the complaint.
- An admission or denial of the allegations, if desired.
- Justifications or rationale for your actions in the situation during which the alleged violations occurred.

### CONFIDENTIALITY STATEMENT

To ensure the integrity of the process and to avoid undue negative consequences for any of the parties involved, RID requires that all parties maintain strict standards of confidentiality about the case when a case is active. All communication regarding the complaint, including all documents and proceedings, should be limited to the complainant, respondent, witnesses, members of the EPS, and RID staff only.

Moreover, throughout the proceedings, the complainant and respondent should use discretion in sharing confidential interpreting assignment-related information about the case when communicating with RID and its representatives. While RID acknowledges that it is inevitable for sensitive information to be discussed, only information pertinent to the specific complaint should be provided.

When preparing or responding to a complaint, it may be necessary for participants to gather information/evidence relevant to the situation. When doing so, the party(s) should keep disclosures to a minimum and always act with the utmost discretion.

For employment reasons, the complainant and/or respondent may be required to inform his/her employer that a complaint has been filed. This should be done without revealing any confidential information. These confidentiality restrictions do not apply to a participant's right to confer with legal counsel or to participate in any potential legal proceedings.

**I affirm that everything I have submitted with this response form is truthful. I agree to abide by the terms of the Confidentiality Statement.**

**I understand that the materials I am submitting in response to the complaint filed against me will be sent to the complainant in this matter.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**Send all materials, including this complaint form to:**

Registry of Interpreters for the Deaf  
Ethical Practices System  
333 Commerce Street  
Alexandria, VA 22314  
703.838.0454 (Fax)  
ethics@rid.org

#### For Office Use Only:

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Entered: \_\_\_\_\_