

CONFIDENTIAL

Formal Complaint Form

Name:	
Position:	
Department:	
Details of complaint	
1. Who is your complaint related to and what is your working relationship with the individual (e.g. colleague)?	
2. When did the issue first arise (approx.)?	
3. Is this a one off incident or a series of issues?	
4. Have you attempted to address your complaint informally? If so, please outline what action was taken and what was the outcome.	
5. Please outline the nature of your formal complaint. Where possible, please include as much detail as possible including a timeline of events, supplementary documentation, other parties / witnesses.	
6. Please outline what you are seeking as an outcome/resolution to your complaint.	
Your complaint will be considered and you will be invited to discuss the details further in due course.	
Signature of complainant:	
Date:	