

EMPLOYEE COMPLAINT FORM

Please provide a detailed description of the behavior or incident(s) about which you are making a complaint or attach the description to this form. Include the following information and anything else that would help management understand your complaint.

Please cite which policy you believe has been violated (if applicable): _____

What happened?

Who was involved?

When did the incident(s) take place?

Where did the incident(s) take place?

Who (if anyone) witnessed the incident(s)?

Please also attach any documents, emails, or other materials that support your complaint:

What is your proposed resolution to this issue?

Name

Signature

Date

Submitted to: _____ On: _____

Name of person completing form if other than the complaining party:
