

STAFF COMPLAINT FORM

DATE:

Important notes:

- If you do not have sufficient space on this form, please attach additional pages.
- The University will treat this information confidentially, however you should be aware that if your complaint is about another person, the person handling your complaint will generally need to disclose details of the complaint to that person to obtain their response.

PERSONAL INFORMATION

Your Name:	Your position:
Your contact details:	Your School/Department:

INFORMATION ABOUT YOUR COMPLAINT

Is your complaint about another person? (please circle)

YES / NO

If yes, identify the person, their position and how they relate to you

For example, my complaint is about Joe Citizen, Administrative Assistant. We work in the same team

Provide specific details of your complaint

Please provide as much detail as possible – for example, what happened, when (give approximate times and dates), who was there etc. If you require more space, please attach additional pages

Complaint details (cont.)

What impact has this had on you?

Has this happened before? (please circle)

YES/NO

Is yes, please provide details

INFORMATION ABOUT THE COMPLAINT PROCESS

What outcome/remedy are you seeking to resolve your complaint?

For example, an apology

What is your preferred method for dealing with the complaint? (please tick one)

☐ Informal Complaint Procedure

☐ Formal Complaint Procedure

Have you taken any action to resolve your complaint? (please circle)

YES / NO

If yes, describe what you have done so far

OTHER INFORMATION

Is there any other information you would like to include?