

This section is to be completed by HR & investigating Manager

Complaint Received in HR: Date_____ Initials_____

Complaint received by Manager: Date_____ Initials_____

Investigating Manager meets with those named in the complaint to discuss problem or issue (within 3 working days of complaint being filed):

Date_____ Initials_____

Investigating Manager sends written notice of results / resolution to complainant and those named in the complaint (within 5 working days of complaint being filed):

Date_____ Initials_____