**HR Employee Complaint Form**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Complaint Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **1. Description of Complaint**

* **Category of Complaint (select one):**
  + **Workplace Environment**
  + **Pay Discrepancy**
  + **Supervisor Conduct**
  + **Co-worker Issue**
  + **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Details of Complaint:**

#### **2. HR Investigation Checklist**

| **Action Item** | **Completed (Check)** | **Date** | **Notes** |
| --- | --- | --- | --- |
| **Employee Interview** | **[ ]** |  |  |
| **Witness Interviews** | **[ ]** |  |  |
| **Document Review** | **[ ]** |  |  |
| **Follow-Up Actions** | **[ ]** |  |  |

#### **3. Resolution Options (Check all that apply)**

* **No Action Required**
* **Mediation**
* **Formal Warning**
* **Transfer of Employee**
* **Policy Review**

**Employee Acknowledgment of HR Review: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_  
HR Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**