



Complaint Form

Name of Complainant _____

Company/Site _____

Your contact details _____

Description of Complaint

(Use the back of this form if you require more space)

Please provide all details of the incident you believe are relevant, including when and where the incident occurred, names of those involved and any witnesses to the incident.

Resolution Sought

Describe the outcome you are seeking.

Signature: _____

Date: _____

What to do with this form:

1. Speak with the people involved in this complaint – in most instances you may be able to resolve the issue immediately.
2. Raise the issue with your immediate manager – you may be able to resolve the matter with their assistance
3. If you are unable to resolve the complaint locally, forward this complaint to Corporate Partners