

## COMPLAINTS & FEEDBACK PROCEDURE

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

	ISSUE	STATE WHAT HAPPENED
1	Please provide details of your complaint.	
2	Where and when did the incident take place?	
3	Please provide details of all witnesses to the event (provide copies of Witness Statements separately).	
4	Have you observed similar situations previously (if so, please provide brief details)?	
5	Has this matter been raised previously, if so by whom and (approximately) when?	

Signed:

6	Action taken:	
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Signed:

Name:

Position on Committee: