

Describe grievance:

Outline your attempt(s) to resolve the matter:

What is required to resolve the matter to your satisfaction:

Name of person submitting this form

Signature

Date

Approved Course of Action (attach additional file notes if required)

.....
Name

.....
Signature

.....
Date

Further Action Required? Yes / No (if yes attach file note with details)

- Complaint forwarded to Manager Date: _____
- Complaint forwarded to Management Committee (As required)
 Date: _____
- Other named parties informed of complaint Date: _____

Was an advocate or representative present during the formalizing of this complaint? Yes/No If Yes, please provide name and contact details of the advocate.

Complaint Closed on (Date): _____

Name: _____ Signature _____