

---

***HUMAN RESOURCES COMPLAINT FORM***

Name of the Complainant: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of the Accused: \_\_\_\_\_

Department: \_\_\_\_\_

Relationship of the Accused to the Complainant (manager, co-worker, client, etc.): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**1) Date of Incident:** *(If more than one event, please report each event on a separate form.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2) Where did the specific event occur?**

\_\_\_\_\_  
\_\_\_\_\_

**3) Please explain the events that occurred.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4) How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?**

---

---

---

---

**5) Describe the harm you have suffered as a result of the event.**

---

---

---

---

**6) Were there any witnesses to this specific event? (If yes, please provide their names.)**

---

---

---

---

**7) Is there any physical evidence that supports your complaint? If so, please describe or attach copy of evidence.**

---

---

---

---

**8) What is your desired outcome of the investigation?**

---

---

---

---

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence as the Company deems relevant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_