

## EMPLOYEE COMPLAINT/CONCERN FORM

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s

### Details of the Employee:

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Status: Staff Faculty Other (specify): \_\_\_\_\_ Management

Center/Department: \_\_\_\_\_ Title:

\_\_\_\_\_ Campus

Address: \_\_\_\_\_ Phone Number where you can be reached: \_\_\_\_\_

### Complaint/Concern Information:

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ please describe the specific act(s):

Are there others who have witnessed this behavior or others who have experienced a similar concern or problem? If so, please provide their name(s) and phone numbers.

Do you have any suggestion for proposed action to address or resolve the complaint/concern?

Do you have any additional information or comments?