



Date: _____

Who is making the Complaint/Suggestion? _____

Telephone: _____ Email: _____

1. What is the nature of the complaint?

2. Is the issue you are reporting have to do with a specific individual(s)? Yes No

3. If yes, who is/are the individual(s):

4. If yes, have you attempted to discuss the issue with the person noted above? (For Staff: follow the SACL HR-Conflict Resolution Policy and If applicable)
Yes No

(If No, DO NOT complete this form or submit this complaint. Please notify the Executive Director that you are requesting a meeting).

5. What was the result of the discussion? Or state the reason you did not approach the person in question directly to resolve the issue. (If applicable)
