

EMPLOYEE COMPLAINT FORM

Name of person filing complaint:

Person who is being filed against:

When did the incident occur?

Where did the incident occur?

Were there any witnesses? If so, who?

What happened (please be as exact as possible)?

Have you spoke to the person you have a complaint with? If not, please explain.

Have you spoken to your supervisor about this complaint? If so, what was the outcome?

How do you think this incident should have been handled?

What do you hope will come from filing this incident (an apology, discharge, transfer, etc.)?

Signature

Date