

**(Insert Your Company Name and Logo Here)**

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**Employee Complaint**

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

Prepared By: xxxxxxxxx

Date of Publication: mm/dd/yyyy

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**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Revision Notes** |
| 1.0 |  | (Original author) |  |
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|  |  |
| --- | --- |
| **Employee** |  |
| **Supervisor/Manager** |  |
| **Department** |  |
| **Date** |  |

|  |
| --- |
| **Complaint:** |

**Have you attempted to resolve this problem (yes/no)?** \_\_\_\_\_\_\_

|  |
| --- |
| **If yes, describe the actions taken, dates, etc.** |

**Are any other staff members involved (yes/no)?** \_\_\_\_\_\_\_

|  |
| --- |
| **If yes, list individuals and describe their knowledge or role:** |

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Manager comments** (initial at end of comments): | **Initials** |

|  |  |  |
| --- | --- | --- |
| **Manager actions taken** (initial each line): | **Date** | **Initials** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

|  |  |
| --- | --- |
| **Human Resources representative comments** (initial each line)**:** | **Initials** |
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**Further escalation required (yes/no)? \_\_\_\_\_\_\_\_**

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| --- | --- |
| **If yes, continue to document escalation actions, people, dates, etc.** | **Initials** |
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