



Team Member Complaint Form

It is company policy to investigate all complaints and take appropriate action. Please use this form to document your complaint and submit it to your manager/Operations Manager

The person(s) involved in this complaint are: _____

Note all relevant dates, places, events, etc. pertaining to the complaint: (Use second sheet if necessary.) _____

It may become necessary to disclose your identity and/or complaint, in order to conduct a formal investigation. Should such a disclosure become necessary, it will be only to the person(s) with a need to know your identity or the details and nature of the complaint.

I acknowledge that I have read this document and understand my obligation to provide information as needed and to cooperate fully and completely with any investigation of this complaint. Should it become necessary, I authorize the company to disclose my identity and/or details of this complaint.

Your Name: _____

Signature: _____ Date _____

HR Manager: _____

Signature: _____ Date _____