Employee Relations Complaint Form

| Employee Name:  | Date of Complaint:  |
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| Position and Location:  | Phone Number:  |
| Work Email:  | Personal Email:  |
| Supervisor Name:  | Date of Incident:  |
| Accused Employee:  |
| Policy/Procedure that has been violated: |
| Issue/Complaint:  |
| Potential Witnesses:  |
| Have you spoken with your supervisor regarding this complaint or anyone else?  |
| Do you have any documents or emails regarding this complaint/issue?  |
| Desired outcome: |
| The information above is correct, true, and complete, to the best of my knowledge.Employee Signature:  |
| Employee Relations will fill out information below:  |
| Employee Relations Investigator:  |  |
| Date Received:  |  |
| Date Contacted Employee:  |  |
| Additional Information:  |  |
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