

# EMPLOYEE COMPLAINT/CONCERN FORM

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularized in the 1960s with the release of Letteraset sheets containing.

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Status: ☐ Staff ☐ Faculty Other (specify): \_\_\_\_\_

Management Center/Department: \_\_\_\_\_

Title: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone Number where you can be reached: \_\_\_\_\_

## Complaint/Concern Information

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

## Please describe the specific act(s):

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## Are there others who have witnessed this behavior or others who have experienced a similar concern or problem? If so, please provide their name(s) and phone numbers:

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## Do you have any suggestion for proposed action to address or resolve the complaint/concern?

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## Do you have any additional information or comments?

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