# Complaint/Concern Intake Form

Red text denotes a field that needs to be changed by the user.

[**(REMOVE SECTION BEFORE DISTRIBUTING)** Note: Avoid disruptions, taking sides, asking the complainant exhaustive questions or challenging their story. Thank the complainant for coming forward and assure them that a fair, impartial investigation with appropriate next steps will be taken once intake is completed. **Do not advise of an expected outcome or resolution or guarantee absolute confidentiality**.]

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|  |  |  |
| --- | --- | --- |
| Date of This Report | Date of 1st Report/Concern | Name of Complainant |
|  |  |  |
| Name of Interviewer | Location of Interview |
|  |  |
| Date and Names of Any Persons Informed of the Concern from Complainant Prior to Interview |
|  |
| Full Details of Complaint (Who, What, When, Where) |
|  |
| Names of Known Witnesses |
|  |
| Potential Supporting Evidence (e.g., emails, photos, etc.) Included | [ ]  Yes [ ]  No |
| Description of Evidence Included |
|  |

**Complainant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_