

Complaint Form for Equal Opportunities Matters

Notes

1. Please read the Policy on Equal Opportunities (“Policy”) before completing the Complaint Form (“Form”).
2. This Form is designed to facilitate the Complainant to accurately present relevant information about their complaint when submitting a request for handling / investigation.
3. Please fill out the Form completely. Where available and appropriate, supporting documents and evidence should be provided as far as possible to justify the complaint.
4. The completed Form, together with all supporting documents, should be submitted to the Relevant Authority, according to the Policy.
5. All information provided will be kept in strict confidence and will be disclosed only to appropriate personnel in the University involved in the proceedings.

Part I Complainant Information

Name		Staff / Student ID	
(For Staff) Post			
School / Office			
(For Student) Programme			
Year of Study			
Phone No.		Email	

Part II Details of the Complaint

Subject of the Complaint (Name & Post / Programme)			
Your relationship with the Subject			
Have you raised this concern for consideration under another policy or procedure?	<input type="checkbox"/> No <input type="checkbox"/> Yes (<i>please provide details below :</i>)		
	Policy / Procedure		
	Date of Submission		

Please tick ✓ where appropriate

Details of Complaint

(Please state the facts of the case, including dates, places, persons, incidents and events. Please attach separate sheet(s) if the provided space is not enough. Where available, provide evidence to support your complaint as far as possible. Keep your information succinct as this lends clarity to the matters to be addressed. Further relevant information may be sought from you if investigation is conducted.)

Witnesses

(Please state the names of any witnesses to the complaint raised. Specify what aspects of your complaint they can comment on.)

Supporting Documents

(Please list below the supporting materials available to you and attach copies if possible.)

Informal Resolution

(Please state the steps you have taken to resolve your complaint informally and why the concern remains unresolved, or why you believe informal resolution is not appropriate.)

Declaration

- By submission of this form, I confirm the above statements are true to the best of my knowledge, belief and information and I understand this submission will be shared with those named in this complaint and personnel in the University involved in the proceedings. Attachment of this Form to an email from you will constitute signatory authorization.

Date _____**Signature** _____