**COMPLAINT FORMS (*for Staff*)**

**EXAMPLE 1: COMPLAINT FORM FOR LODGING A COMPLAINT (STAGES 1 AND 2)**

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| **COMPLAINT FORM FOR LODGING A COMPLAINT (STAGES 1 AND 2)** |
|  |
| **Your full name (please print and romanize your name if appropriate):** |  |
| **Your USJ membership number:** |
| **Your membership status at USJ** | **Academic** **Staff**  | **Administrative** **Staff** | **Other**  |
| **Details of the Complaint.** Please make this as detailed, specific, concrete, explicit and as full as possible, including: when, where, with whom, what happened, with what impact and on what/whom, witnesses. Please refer to any supplementary evidence/information that is being submitted with this Complaint. |
| **Please indicate against whom/what the Complaint is being made** |
| **Reason(s) for the Complaint** |
| **Please state what you want from the outcome of the Complaint (e.g. how the matter can be resolved)** |
| **Any other information** |
| **Signed** |
| **Date of making the Complaint** |

**EXAMPLE 2: COMPLAINT FORM FOR LODGING AN APPEAL (STAGES 1 AND 2)**

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| **COMPLAINT FORM FOR LODGING AN APPEAL (COMPLAINT STAGE 3)** |
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| **Your full name (please print and romanize your name if appropriate):** |  |
| **Your USJ membership number:** |
| **Your membership status at USJ** | **Academic** **Staff**  | **Administrative** **Staff** | **Other**  |
| **Grounds for the Appeal. Please indicate to which of the following grounds for appeal you are referring.**   |
|  There were procedural irregularities in the handling of the Complaint |
|  There were procedural irregularities in the handling of the Complaint |
|  New material has been produced that was not available previously |
|  The decision on the Complaint was unreasonable or inappropriate, given the evidence provided |
|  There is evidence of bias and/or prejudice in considering the Complaint |
| **Details of the Appeal.** Please make this as detailed, specific, concrete, explicit and as full as possible, including: when, where, with whom, what happened, with what impact and on what/whom, witnesses. Please refer to any supplementary evidence/information that is being submitted with this Appeal. |
| **Reason(s) for the Appeal** |
| **Please state what you want from the outcome of the Appeal (e.g. how the matter can be resolved)** |
| **Any other information** |
| **Signed** |
| **Date of making the Appeal** |