**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)** | | | |
|  | | | |
| **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** | | | |