**IMPORTANT:** All grievances and concerns will be treated in a highly confidential manner. The reporter has the right to anonymity should they choose.

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**Background information on incident:**

Date:

Time:

Location:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of the incident:**

|  |
| --- |
|  |

**Persons involved (if known):**

|  |  |
| --- | --- |
| **Name** | **Company** |
|  |  |
|  |  |

**Is this an anonymous complaint? YES NO**

**If no, please provide contact information below:**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please send form directly to Michael Wilkinson, Human Resources Director, at [mwilkinson@newipcc.org](mailto:mwilkinson@newipcc.org?subject=Grievance%20Form%20Submission) or you can mail this form to the above address.