

| Record of Complaints, Grievances and Appeals | | | |
|--|--|--------|-----------------|
| Date of Incident: | | | |
| Incident raised by: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">In relation to:</td> </tr> </table> | | In relation to: |
| | In relation to: | | |
| Nature of Incident: | <hr/> <hr/> <hr/> <hr/> | | |
| Initial point of contact: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">(Name)</td> <td style="width: 40%; text-align: center;">(Position)</td> </tr> </table> | (Name) | (Position) |
| (Name) | (Position) | | |
| Response: | <hr/> <hr/> <hr/> <hr/> | | |
| Action: | <hr/> <hr/> <hr/> <hr/> | | |
| Outcome: | <hr/> <hr/> <hr/> <hr/> | | |
| Report of Further Action: | <hr/> <hr/> <hr/> <hr/> | | |
| Organisational lesson in incident | <hr/> <hr/> <hr/> <hr/> | | |
| Result: | <hr/> <hr/> <hr/> <hr/> | | |
| Completion Date: | | | |
| | | | |