**Appendix B**

**Formal Complaint**

Respectful Workplace Policy (HR/LR Policy #1432)

|  |  |
| --- | --- |
| **Basic Information** | |
|  | |
| **Person(s) making the complaint** |  |
| **Complainant’s agency/department/division** |  |
| **Complainant’s Supervisor** |  |
| **Person(s) against whom the complaint is being filed** |  |

|  |
| --- |
| **Explanation of How the Policy was Violated** |
|  |

|  |  |  |
| --- | --- | --- |
| **Documentation** | | |
| **Document/Evidence** | **Description of what the document or evidence shows**  **(summary of key points)** | **Date of the document** |
|  |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

|  |  |  |
| --- | --- | --- |
| **Potential Witnesses** | | |
| **Name:** | **Job/Position:** | |
| Description of what the witness knows. | | |
| **Name:** | | **Job/Position:** |
| Description of what the witness knows. | | |
| **Name:** | | **Job/Position:** |
| Description of what the witness knows. | | |

Filed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_