

Refer to the [Complaint Policy - Staff](#) and [Procedures](#) before completing this Report.

**Section 1** (to be completed by person making the complaint)

Name: ..... Date: .....

Work unit: ..... Contact number: .....

Outline details of the alleged complaint (attach full details):  
 .....  
 .....  
 .....  
 .....

Outcome sought:  
 .....  
 .....  
 .....

Has the alleged complaint been made elsewhere (if yes, provide details):  Yes  No  
 .....  
 .....

I acknowledge that I have read the [Complaint Policy - Staff](#) and that I will be bound by its provisions. I confirm that this alleged complaint has been submitted in accordance with the [Complaint Policy - Staff](#).

Signature: ..... Date: .....

If required, employees may access support through the University's Employee Assistance Program. Details are available on the website at: <http://staff.scu.edu.au/hr/index.php/5/>.

**Section 2** (to be completed by complainant's Supervisor/Head of Work Unit)

Action taken (to be completed by Supervisor / Head of Work Unit):  
 .....  
 .....  
 .....  
 .....

Supervisor/Head of Work Unit's name: ..... Date: .....

Supervisor/Head of Work Unit's signature: .....